

# Becoming an Independent Provider

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## Review the Steps for Becoming an Independent Provider

<https://dodd.ohio.gov/wps/portal/gov/dodd/providers/initial-renewal-certification/1become-an-independent-provider>

## Learn About Provider Certification and the Services you will Provide

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<https://dodd.ohio.gov/wps/portal/gov/dodd/forms-and-rules/rules-in-effect/administrative-rules-list>

Rule 5123-2-09 – Provider Certification and rules for all the services available can be found on this page

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## Create your OH|ID

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Reference instructional document for how to create an OH|ID

After signing up, you will need to subscribe to a few different applications (MyDODD and PNM). You will complete the application for certification through PNM. Initial Training is available through MyDODD (accessing MyLearning) and the Supplier ID application is completed through the Supplier Portal or the Shared Services website.

**Make sure you WRITE DOWN and/or REMEMBER the email address and password you used to create your account AND your OH|ID Username and Password**

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## Gather the Required Documentation

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### FOR ANY SERVICES PROVIDED

- Current BCII (Background Check)  
Must get an FBI check as well **if** have not been a resident of Ohio for the previous 5 consecutive years
- Verification of Age (must be at least 18), COPY OF BIRTH CERTIFICATE
- Copy of your Driver's License / State ID
- High School Diploma . GED (an Associate's, BA or MA are also accepted)
- Social Security Card
- First Aid & CPR Certification (must be current)
- State of Ohio Supplier ID Number (see below for details)
- Verification of training- "Initial Training for Independent Providers" through DODD MyLearning
- Electronic Visit Verification (EVV) Training Certificate (**only applicable if providing Homemaker Personal Care and/or IO Waiver Nursing**)
- NPI (National Provider Identifier) Number

### IF PROVIDING TRANSPORTATION (HPC or Non-Medical)

- Proof of insurance
- Driver's Abstract (can be obtained from local BMV, **must be dated within 14 days of submission of application**)

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## Background Check FYI

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All applicants must complete a BCII Background Check. FBI Checks are required if you have lived outside of Ohio in the last 5 years.

Ensure the proper code is being used: BCII – 5123.169 , FBI – 5126.28

Results must be send **directly to DODD:**

DODD

Office of Provider Certification

30 E. Broad Street, 13<sup>th</sup> Floor

Columbus, Ohio 43215

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## State of Ohio Supplier ID Number FYI (Ohio Pays)

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New State of Ohio suppliers must first register online with the Ohio Office of Budget and Management (OBM) using the Supplier Self-Registration module of the Ohio Administrative Knowledge System (OAKS). Go to [www.supplier.obm.ohio.gov](http://www.supplier.obm.ohio.gov) and click 'Register a New Account'. To complete this process, you need access to a printer as well as a scanner. The registration process will take approximately 15 minutes to complete.

You need your bank account information. You will also be prompted to fill out a W-9 (link provided at the website)

Once you are assigned a Supplier Number, you will need to upload a copy of an email or screenshot of your account showing your name and assigned Supplier Number in the document upload.

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## Complete the Application

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Application for certification is done through PNM. Login in to PNM using your OH|ID at [https://ohpnm.omes.maximus.com/OH\\_PNM\\_PROD/Account/Login.aspx](https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx)

Once logged in, click on the blue 'New Provider' button to begin the process.

Instructions are available to navigate the PNM application process.

The application is not considered complete until all required documentation is submitted and the application fees have been paid

**HELPFUL HINT:** When you are gathering your documentation, scan and upload them to your computer as PDF files, and name the file what it is (ex. Driver's License, Social Security Card, etc.). It will make uploading the documents easier. Do not scan them as one file, scan each item separately.

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## Application Fees

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The application fee is non-refundable. It must be paid with a credit card or electronic check.

The fee for an independent provider is **\$125.**

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## What happens after the Application is submitted?

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Once DODD receives your completed application, application fee, and the background check, your application will be reviewed. Within 30 days, one of three things will happen, your application will be approved, denied, or more information may be requested. If more information is requested, DODD will contact you via email to let you know and give you a timeline to submit what is being asked for. If you fail to submit the needed information within the time line, your application will expire, and you will have to start over again.

Once you are a certified provider, you will receive your certification letter via email.

Contact your county board and let them know you are interested in providing services.

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## Additional Training

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Once certified- Providers must complete training annually (each calendar year)

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## For More Information

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### **YOU CAN CONTACT:**

Butler County Board of DD

Quality Assurance Provider Relations Coordinator – Amy Winkler

282 N. Fair Ave.

Hamilton, OH 45011

(513) 785-2876

[arwinkler@butlerdd.org](mailto:arwinkler@butlerdd.org)

Quality Assurance Provider Relations Coordinator – Cathy Borders

282 N. Fair Ave.

Hamilton, OH 45011

(513) 785-4680

[cmborders@butlerdd.org](mailto:cmborders@butlerdd.org)

DODD-

<http://dodd.ohio.gov>

1.800.617.6733, press 5 for certification questions