Checklist: How to Become a Direct Support Professional (DSP) in Ohio

Minimum Qualifications (for ALL DSPs)

[ ] Must be 18 years or older

[ ] Have a high school diploma or GED

[ ] Be legally eligible to work in the United States

[ ] Have a valid photo ID and Social Security number

[ ] Be able to read, write, and understand English

[ ] Pass a BCII background check (FBI check if lived outside Ohio in past 5 years)

Required Training (Before Providing Services)

[ ] Complete the 8-hour Initial DSP Training (DODD-approved, online or in-person)

[ ] Get First Aid and CPR certification (must be in-person from approved providers)

[ ] Receive Individual-Specific Training (provided by the care team or agency)

If You Will Administer Medication (Optional but Common)

[ ] Take Medication Administration Category 1 (oral/topical meds)

[ ] Optional: Category 2 (g-tube) or Category 3 (injectables)

[ ] Complete skills check-off with RN Trainer

[ ] Complete individual-specific med training for each person

[ ] Annual medication certification renewal is required

Ongoing Compliance (Annual Requirements)

[ ] Complete 8 hours of annual continuing education (includes 2 hours of DODD-required topics)

[ ] Stay current with CPR and First Aid certifications

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[ ] Maintain compliance with agency or DODD monitoring

Additional Requirements to Become an Independent Provider

[ ] Complete the DODD Independent Provider Orientation

[ ] Submit Application for Provider Certification through the DODD Provider Portal

[ ] Provide required documents:

   - Copy of driver's license or state ID

   - Copy of Social Security card

   - High school diploma or GED

   - Proof of First Aid and CPR certification

   - Certificate of Initial 8-Hour DSP Training

   - Background check (BCII and FBI if needed)

   - Current email address for DODD communications

   - Completed IRS W-9 form

[ ] Submit application fee ($125, non-refundable)

After Certification

[ ] Wait for approval from DODD (30-45 days)

[ ] Register for Electronic Visit Verification (EVV) through Sandata

[ ] Learn how to submit billing and documentation through eMBS or PCG

[ ] Connect with your County Board of Developmental Disabilities for referrals