

# Tips For a Better Provider Application Packet and smoother certification process!



Your application packet includes your Provider Certification Wizard (PCW) application and all of your supporting documents like your birth certificate, training certificates and your background check.

Submitting a better application packet can help to make certification or re-certification a much smoother process. Follow these tips to avoid common mistakes and submit a more complete application packet.

## Start with your background check



The 30 day review period for your application packet does not begin until all of your supporting documents are available for review, including your background check.

Since the results of a background check can take up to 45 days, visit a [WebCheck](#) location for fingerprinting early in the process, while gathering your documents and completing your training.

## Add your application number



When you submit your application through PCW, you will be given an application ID number.

Write this number at the top of all the documents you scan and submit as part of your application packet.

DODD offers a [scanning template](#) to make it easy.

## Check your scanned documents



Check your scans before you upload them. Make sure they are not too dark or blurry to read. Make sure you upload the correct scanned file. With so many scans to upload, it's easy to mix up or duplicate files.

Remember, the 30 day review period doesn't start until all needed documents are available for review.

# Choose your services carefully



Make sure you select *services* you wish to provide carefully before completing your application. Keep in mind, some services may require additional documentation.

Application packets are not complete until all the needed documents are available for review.

# Be consistent

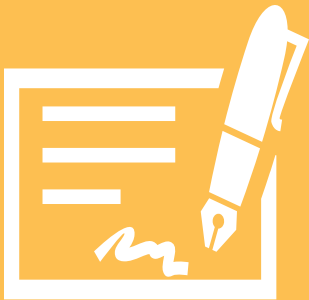


Use the same name and address on each document.

Always use your full legal first, middle and last names. Do not use nicknames.

Use the same address on your provider application and throughout your application packet.

# Be sure certificates show your name



Certificates that show you have completed required training must have your name on them.

For DODD's online Initial Provider Overview, you can type your name into the certificate once you have downloaded it.

# Check your work



Make sure you sign and date your application in all of the places that your signature is needed.

Application packets without signatures or dates included where needed are considered incomplete and cannot begin the 30 day review period.

Questions?  
Provider Certification Hotline  
Monday-Friday, 8 AM to 5 PM  
1-800-617-6733, Option 3

**Ohio**

Department of  
Developmental Disabilities