

Ohio Department of Developmental Disabilities

# Application for Continuing Professional Development Units

## Please read before beginning the application.

A signed application must be received by DODD 30 days before the first day of the training.

Training approval expires two years from the approval date or whenever there is a significant change to the training's objectives or syllabus. In both cases a new application must be submitted with supporting documentation.

A copy of this form will be returned to the applicant with an approval or disapproval code noted.

Training offered for credit in the areas of adult services, SSA, or board member training provided by

- a county board of developmental disabilities,
- the Ohio Association of County Boards of Developmental Disabilities,
- or the Ohio Association of Superintendents of County Boards of Developmental Disabilities

may be approved by a superintendent of a county board of developmental disabilities, and does not need department approval.

### Training Requirements

Training content submitted must match the type of certification approval requested.

A minimum of one hour is required for approval. After one hour, partial hours may be approved in 30 minute increments (1.5 hours = 1.5 CPD units).

### Documentation

An agenda or syllabus that contains the topic, brief description, timeline, and objectives of the training must be submitted with the application.

If you do not complete the application or neglect to include supporting documents it will result in a delayed response to your application.

### On the Day of Training

Training instructors are responsible for maintaining records to sufficiently document attendance by participants.

Training participants must attend the entire session as described in the agenda or syllabus to receive credit. Partial credit will not be approved.

Training participants are responsible for securing verification of attendance and CPD approval codes at the conclusion of training.

### Admin Only

Disapproval Codes	Comments
I = Inappropriate content	
L = Lacks detailed agenda	
N = No timeline provided	
P = Post training request	
O = Other (see comments)	

Note: This form uses the term **credit hour** in discussing any one hour of the following:

5123:2-1-13 – *In-service training* for county board members

5123:2-5-01, 5123:2-5-02, 5123:2-5-03, and 5123:2-5-07 – *Continuing professional education* for adult services workers, service and support administrators, superintendents, and investigative agents

5123:2-5-05 – *Professional development* for Early Intervention Specialists

# Application for Continuing Professional Development Units

Applicant's Name	Email	Title or position	County
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Employer	Address	Phone
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Training topic or title	Select delivery method <input type="checkbox"/> In-person training <input type="checkbox"/> Online course <input type="checkbox"/> Live webinar <input type="checkbox"/> Other, specify:
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Date(s) of training or first day available	Physical location or web address, if applicable
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*check if this is an ongoing training*

Primary instructor(s) or content creator name(s) and title(s)

Attendance verification method

Sign-in sheet     
  Learning management system (LMS)     
  Report generated by webinar service     
  Other, specify:

Name of person verifying attendance	Title or position	Agency
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	Hours Requested	Hours Approved	Disapproval Code	Signature of applicant	Date
<b>Developmental Specialist and Early Intervention Supervisor</b>	_____	_____	_____		
<b>Investigative agent</b>	_____	_____	_____		
<b>Superintendent</b>	_____	_____	_____		
<b>Adult services *</b>	_____	_____	_____		
<b>County board member *</b>	_____	_____	_____		
<b>Service and support administration *</b>	_____	_____	_____		

  

<b>Approval number</b>	<b>Approval date</b>	<b>Expiration date</b>
<b>Signature of DODD Designee</b>		<b>Date</b>

\* Local training for adult services, county board members, and service and support administration may be approved by the superintendent of a county board of developmental disabilities. Statewide or regional training in these areas may be approved by DODD.