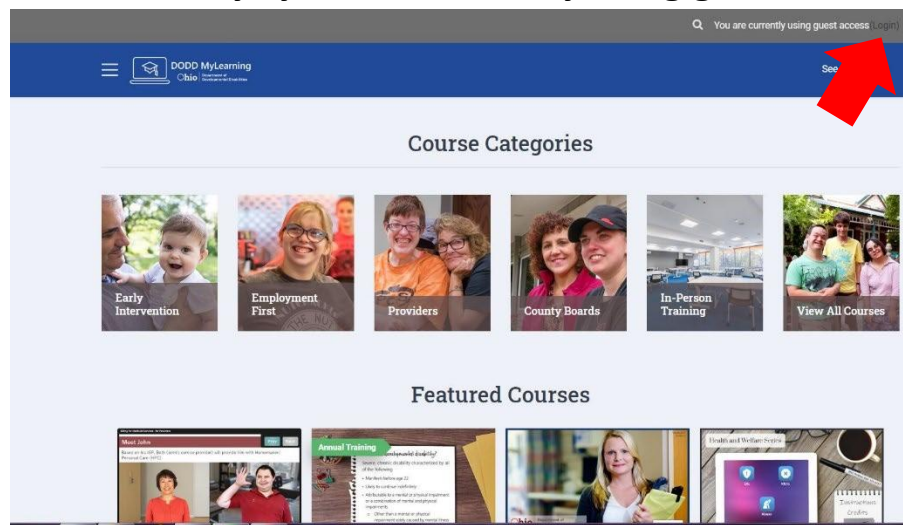


# Accessing DODD MyLearning For Online Training

For Initial Certification – Independent Provider OR  
Agency D.O.O.

1. Navigate to <http://mylearning.dodd.ohio.gov> and click on Log In (next to where it says you are currently using guest access)



2. Log-in using your OH|ID username and password

State of Ohio computer systems may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of these computer systems may subject violators to criminal, civil, and/or administrative action.

3. Once logged in, you will come to the home page. Find the course you need and click on it.

- Independent Provider Applicants- Click on “Independent Provider – Initial”

Hi, [redacted] 🤝

**Welcome to DODD MyLearning!**

Welcome to the improved DODD MyLearning website. The courses on DODD MyLearning are free of charge, and can be taken at your pace. Learn more about the updates and new features [here](#).



**Training Programs**

Find the training you need to become certified or to complete your required, annual training in one place. Sign up for a training program to keep track of your progress and make sure you've completed everything.

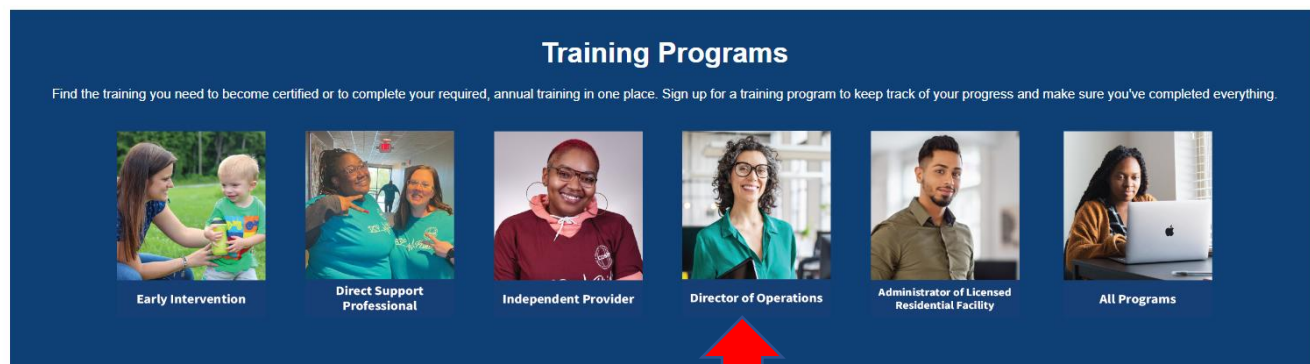
Early Intervention	Direct Support Professional	Independent Provider	Director of Operations	Administrator of Licensed Residential Facility	All Programs
					

- Agency Provider DOO Applicants- Scroll down to find the course “Director of Operations Orientation Training for Initial Certification”

**DODD MyLearning**







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Early Intervention	Direct Support Professional	Independent Provider	Director of Operations	Administrator of Licensed Residential Facility	All Programs
					

#### 4. On the next course page that loads click on either 'Independent Provider Initial Training' or 'Director of Operations – Initial Orientation Training'

##### Independent Provider Applicants

###### [Independent Provider Initial Training](#)

Completing this program satisfies the department-provided training requirements for **first-time Independent Providers** listed in OAC 5123-2-09.

If you are an Independent Provider who is certified and currently providing services, do not sign up for this Program. Certified Independent Providers should sign up for one of the Independent Provider Annual Training Programs.

See OAC 5123-2-09 and the associated appendices for more information.



##### Agency Initial D.O.O Applicants

###### [Director of Operations - Initial Orientation Training](#)

This Program is for director of operations at provider agencies.

Completing this Program satisfies the training requirement for the director of operations (DOO) of provider agencies to complete an orientation prior to becoming certified as an agency provider.

If you are already certified through DODD as a DOO at a provider agency, you do not need to sign up for this Program. Instead, you should sign up for the "Director of Operations - Annual Training" Program.

See OAC 5123-2-08 (H)(2)(i)(6) and [Appendix A](#) for more information on training requirements for directors of operations.



#### 5. Course information will show up and you will need to click on 'Sign up' and then confirm you want to be enrolled in the program by clicking 'Sign up' again.

**Disabilities**

### All Programs

#### [Independent Provider Initial Training](#)

Completing this program satisfies the department-provided training requirements for **first-time Independent Providers** listed in OAC 5123-2-09.

If you are an Independent Provider who is certified and currently providing services, do not sign up for this Program. Certified Independent Providers should sign up for one of the Independent Provider Annual Training Programs.

See OAC 5123-2-09 and the associated appendices for more information.

<b>Program status:</b>	Program is not enrolled
<b>Enrollment start:</b>	Monday, January 1, 2024, 12:00 AM
<b>Enrollment end:</b>	Tuesday, December 31, 2024, 11:59 PM

[Sign up](#)

**Content**

**Sign up**

Please confirm that you want to be enrolled in the program.

[Sign up](#) [Cancel](#)

- Independent Provider initial training is approximately 4.25 hours
- Agency Initial D.O.O training is approximately 4 hours long

You DO NOT have to complete the entire course in one sitting, you can revisit the course as many times as you need BUT you must complete each separate module once you have started it

**6. Once you have completed the course, the Certificate of Completion link becomes live, and you can also view and print your transcript.**

- A copy of your certificate OR transcript is what you will submit with your application for certification.

**To access your transcript-**

**1. From your DODD MyLearning Home Page, you can click on 'Dashboard'**

Department of Developmental Disabilities

Home Dashboard Courses Transcript

**DODD MyLearning**

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**Training Programs**

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Early Intervention

Direct Support Professional

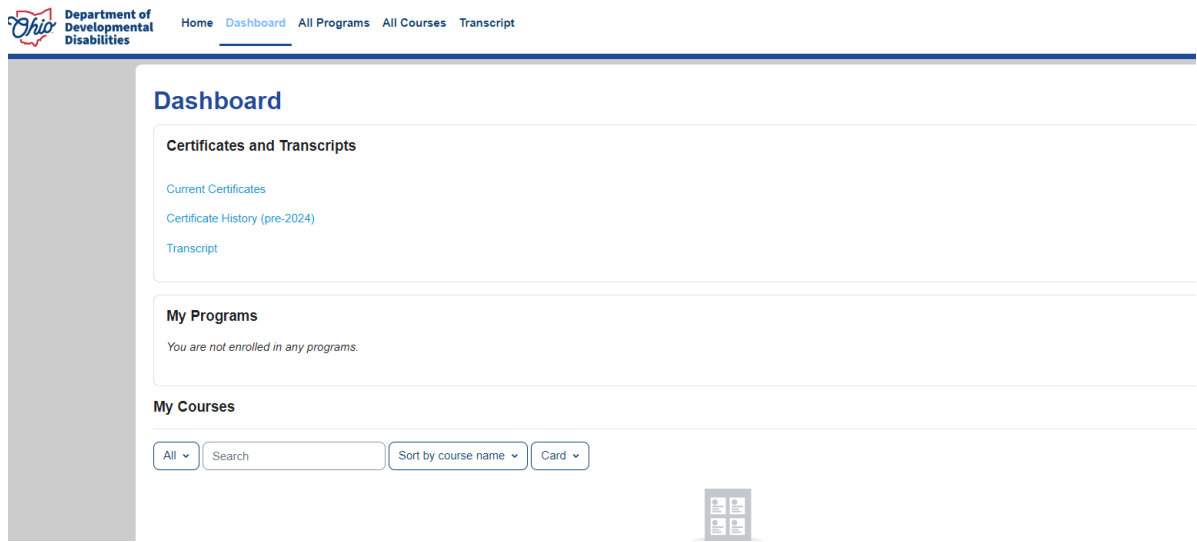
Independent Provider

Director of Operations

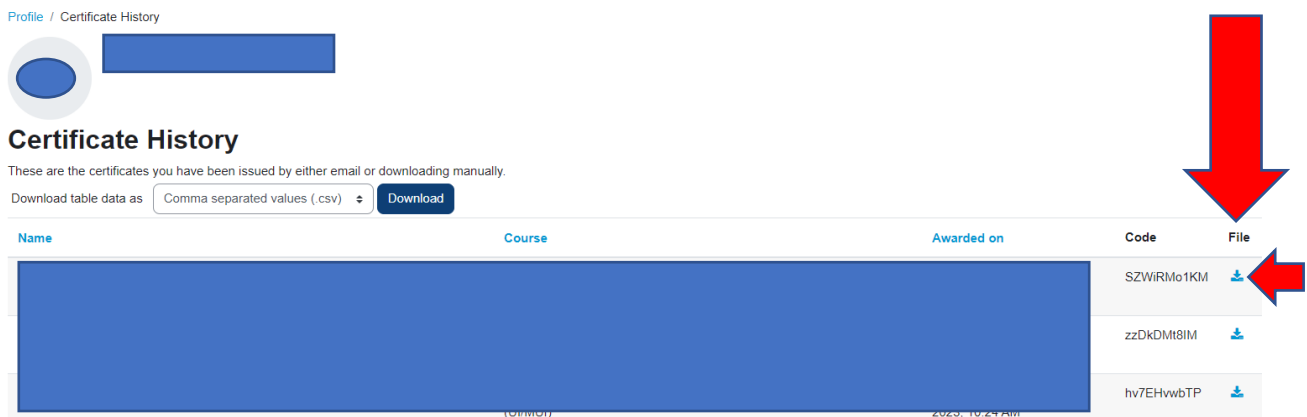
Administrator of Licensed Residential Facility

All Programs

2. You will need to click on the certificate link (Current or history) and it will show all the trainings you have taken.



3. A list will show up of all the trainings that you completed – find the training you need the certificate. Find the word 'file' and click on the arrow pointing down- this will download your certificate.



- Ensure you remember where you save the transcript on your computer / device – as this will be used to upload into the application.

Retain a copy of your transcript (either on your device or print a hard copy) to keep as part of your training records.