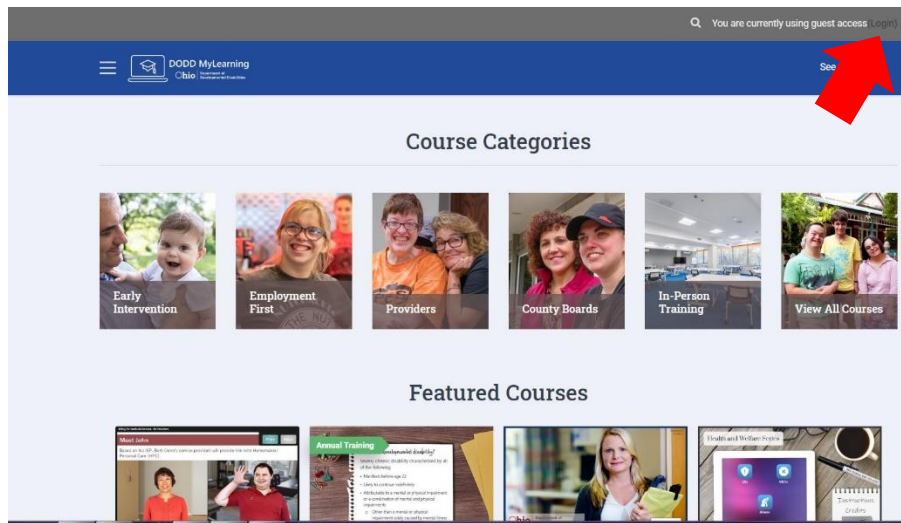




Accessing DODD MyLearning For Online Training

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 DODD account name and password

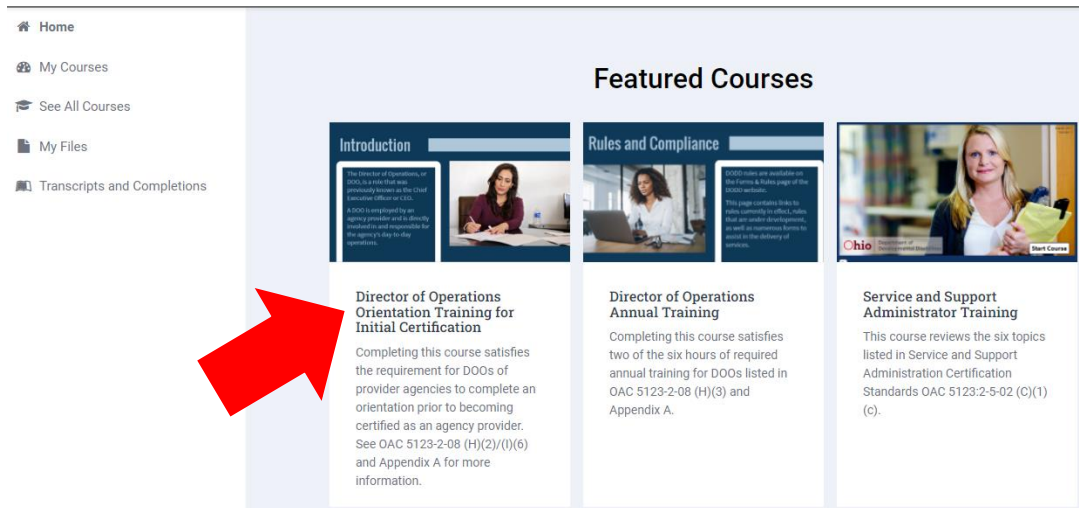
State of Ohio computer systems may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of these computer systems may subject violators to criminal, civil, and/or administrative action.

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

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

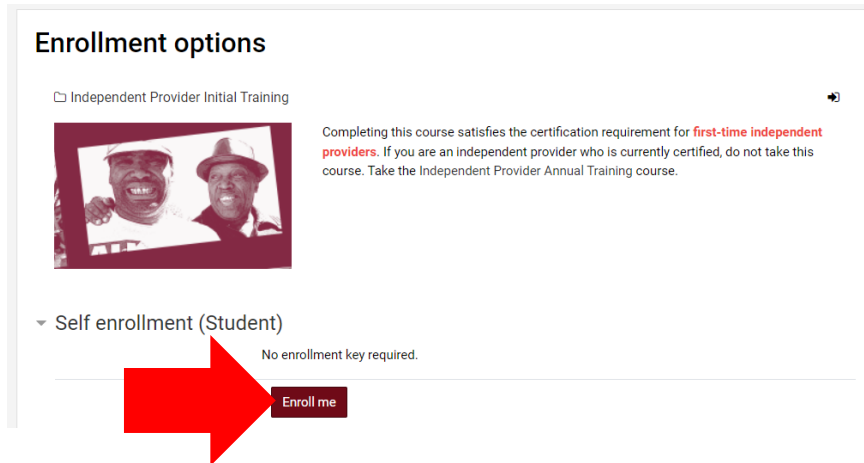


- Agency Provider DOO Applicants- Scroll down to find the course “Director of Operations Orientation Training for Initial Certification”



4. On the next course page that loads click on 'Enroll me in this course'

- Independent Provider Applicants



Enrollment options

Independent Provider Initial Training

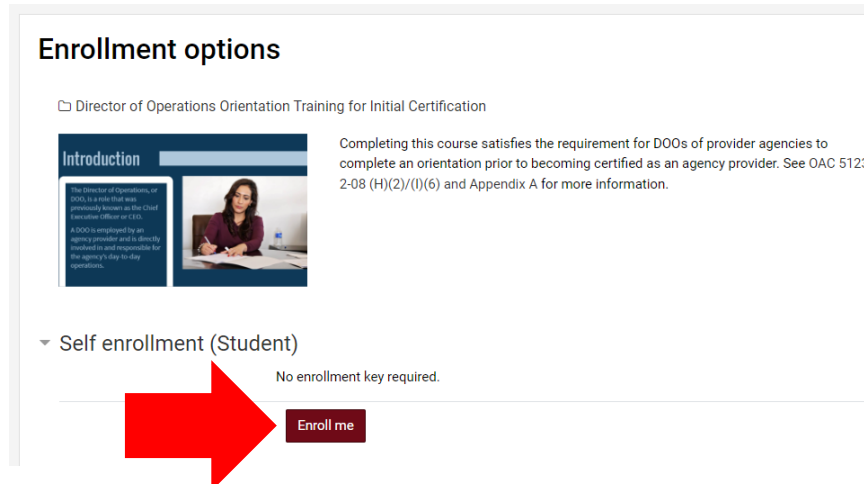
Completing this course satisfies the certification requirement for **first-time independent providers**. If you are an independent provider who is currently certified, do not take this course. Take the Independent Provider Annual Training course.

Self enrollment (Student)

No enrollment key required.

Enroll me

- Agency D.O.O. Initial Applicants



Enrollment options

Director of Operations Orientation Training for Initial Certification

Completing this course satisfies the requirement for DOOs of provider agencies to complete an orientation prior to becoming certified as an agency provider. See OAC 5123-2-08 (H)(2)/(I)(6) and Appendix A for more information.

Self enrollment (Student)

No enrollment key required.

Enroll me

5. Course information and modules will load. Course is complete once all modules have been done.

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

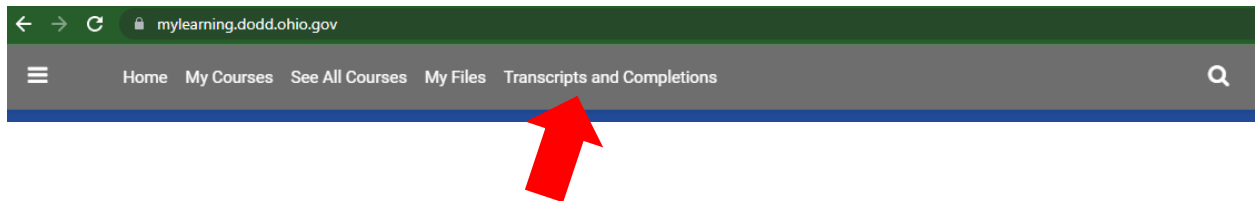
You DO NOT have to complete the entire course in one sitting, you can revisit the course as many times as you need BUT you must complete each separate module once you have started it

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.

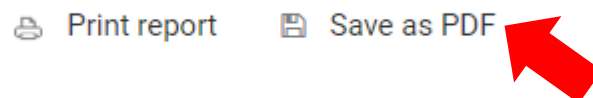
To access your transcript-

1. From your DODD MyLearning Home Page, click “Transcripts and Completions” in menu bar at the top of the page



2. Your transcript will load it it's entirety. If you have taken multiple courses, you can filter your transcript to only display certain course types.

3. For ease of uploading, you can scroll to the bottom of the page and click on “Save as PDF”.



- Ensure you remember where you save the transcript on your computer / device

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