

Now Open: Registration for Certified Investigator (CI) Initial Certification Course

ODP Announcement 24-026

AUDIENCE:

Administrative Entities (AEs), Supports Coordination Organizations (SCOs), Supports Coordinators (SCs), Direct Service Providers (DSPs) and Contracted Entities that conduct or will conduct critical incident investigations as required under [Incident Management Bulletin 00- 21-02](#) and under [Chapter 6100.402 Incident Investigation](#)

PURPOSE:

To communicate that registration for the May – August CI Initial Certification Course classes (also known as cohorts) is now open on MyODP.

DISCUSSION:

The Initial CI Certification Course was created to ensure that all incidents requiring an investigation receive a systematic review that meets established standards. To perform investigations, the CI candidate must successfully complete all requirements of the CI Initial Certification Course. **The May – August 2024 CI Initial Certification Course will be delivered virtually and in a hybrid format.**

The Initial Certification process consists of:

- Verification of your general qualifications (completed by your Office of Developmental Programs (ODP)-affiliated employer/sponsor)
- Complete prerequisite requirements
- Attend all scheduled live class sessions for your cohort
 - In the virtual format, this consists of four 3.5-hour Zoom sessions
 - In the hybrid format, this consists of three full days of in-person class sessions
- Complete online webcasts, quizzes, and other homework, as assigned
- Pass the online exam
- Enroll in recertification cycle
- Download certificate of completion

To register for a cohort of the CI Initial Certification course:

- Log into your [MyODP.org](https://myodp.org) account
- Go to the Certified Investigator [Initial Certification Course Information page](#)
- Read the information on the page to ensure you understand certification eligibility and course completion requirements
- Follow the instructions in the “Certified Investigator Initial Certification Course Registration for May – August 2024” section of the page.

If you do not have a MyODP account, use this [MyODP Login Page](#) link and follow the instructions under “Is this your first time here.” **Please do not create a new account if you think you may already have one.** If you think you have created a MyODP account in the past or need help creating an account, visit the [MyODP Technical Support page](#). The page contains contact information for the MyODP Help Desk.

For assistance with registration, contact Kiyona Duncan (kiyona.duncan@temple.edu).

For questions regarding course content, contact Amanda Black (amanda.black@temple.edu).