![Pennsylvania Department of Human Services logo]

Now Open: Registration for Certified Investigator (CI) Initial Certification Course
ODP Announcement 24-075

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 September – December CI Initial Certification Course** cohorts **is now open** in 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 September – December 2024 CI Initial Certification Course includes live training sessions that are held either in person or virtually.**

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The Initial Certification process consists of:

- Verification of the CI candidate's general qualifications (completed by your Office of Developmental Programs' [ODP]-affiliated employer/sponsor)

- Completion of pre-instructional online requirements

- Attendance at all scheduled training sessions for the cohort

    - The **in-person** version of the course consists of **three full days of in-person training**

    - The **virtual** version of the course consists of **four 3.5-hour Zoom sessions**

- Completion of online lessons, quizzes, and other homework, as assigned

- Passing the online exam

- Enrolling in the recertification cycle

- Downloading the certificate of completion

Registration Instructions:

- You may not register someone else for the course. **Each CI candidate must have a MyODP account and register themselves while logged into their own account.**

- If you do not have a MyODP account, use this **MyODP Login Page** link and click the "New Account Form" button. **Please do not create a new account if you think you may already have one.**

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- o If you think you have had 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.

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

  - o Log into your **MyODP.org** account.

  - o Go to the Certified Investigator **Initial Certification Course Information page**.

  - o Read the information on the page to ensure you understand certification eligibility and course completion requirements.

  - o Use the provided link on the Initial Certification Course Information page to register for an in-person or virtual cohort in September – December 2024.

  For assistance with registration, contact the CI Program email box at **cipgm@temple.edu**.

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