



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

## ODP Announcement 24-114

### 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 January – April 2025 CI Initial Certification Course** classes (also known as 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 **January – April 2025 CI Initial Certification Course will be delivered virtually.**

**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
  - This consists of four 3.5-hour Zoom sessions
- Complete online lessons, quizzes, and other homework, as assigned
- Pass the online exam
- Complete recertification enrollment
- Download certificate of completion

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

- Log into your account on [MyODP.org](https://myodp.org).
- 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** on the “**Certified Investigator Initial Certification Course Registration for January – April 2025**” 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](#) and contact the MyODP Help Desk.

For assistance with registration or if you have questions about course content, contact the CI Program mailbox at [cipgm@temple.edu](mailto:cipgm@temple.edu).