



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

## ODP Announcement 25-101

### 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 2026 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 January – April 2026 CI Initial Certification Course will be delivered virtually.

#### **The Initial Certification process consists of:**

- Submit your completed Verification of General Qualifications Form

(completed by your Office of Developmental Programs [ODP]-affiliated employer/sponsor). Complete pre-instruction 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 your certificate of completion.
  - Your certificate serves as verification of your certification.
  - Save and/or print a copy for your records.
  - Share a copy with your organization's Incident Management (IM) Representative and any contracting organizations.

**To Register for a cohort of the 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 on the "Certified Investigator Initial Certification Course Registration for January – April 2026" section of the page.

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 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).