![Pennsylvania Department of Human Services logo]

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

ODP Announcement 26-033

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 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 May – August 2026 CI Initial Certification Course includes live training sessions that will be delivered either in person or 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 <u>all</u> scheduled live training sessions for your 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.

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- Complete online lessons, quizzes, and other homework as assigned.

- Pass the online exam.

- Complete recertification enrollment.

- Download your certificate of completion.

  o Your certificate serves as verification of your certification.

  o Save and/or print a copy for your records.

  o 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** 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 May - August 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.

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