

# EMPLOYMENT FIRST PROVIDER FACT SHEET

## OOD PROVIDER ENROLLMENT PROCESS

### TRACK 1: ACCREDITED PROVIDER

Providers who are accredited and meet Opportunities for Ohioans with Disabilities' (OOD) Community Rehabilitation Program standards, OAC 3304-1-12, may submit a provider application through the Provider Management Program (PMP).

### TRACK 2: NON ACCREDITED PROVIDER

Providers who are either not accredited or not accredited in an employment area that meets the requirements of OAC 3304-1-12, but have been certified by the Department of Developmental Disabilities (DODD) in the areas of Integrated Employment and/or Supported Employment – Community for at least one year may request a waiver of OOD's accreditation rule by completing an "Employment First" application through the Provider Management Program (PMP). Waivers are valid for two years and are processed quarterly.

Provider must provide an explanation of their experience in providing job development and job coaching services.

For more information, contact:  
[employmentfirst@ood.ohio.gov](mailto:employmentfirst@ood.ohio.gov)  
Or visit the Employment First website,  
[www.ohioemploymentfirst.org](http://www.ohioemploymentfirst.org)

### PROVIDER MANAGEMENT PROGRAM

OOD manages all provider applications through the Provider Management Program (PMP). PMP is very similar to DODD's Provider Certification Wizard (PCW) and will guide providers through the process. Providers will need to request a registration link by emailing [crpvendor@ood.ohio.gov](mailto:crpvendor@ood.ohio.gov).

For Track 1 Providers, you will enter the system and complete an Initial application as a "Traditional" provider. For Track 2, Providers you will complete an Initial application as an "Employment First" provider. Once you have completed the registration process you will access PMP through OOD's website (LINK BELOW)

[Provider Management Program \(PMP\)](#)

### REQUIRED TRAININGS

In addition, before organizations can accept participants as part of the Employment First Initiative, their direct service staff must successfully complete the required free online training. (LINK BELOW)

[Ohio Supported Employment Online Course](#)

Direct service staff must also attend one day of in-person training within 12 months of completing the online course and complete the 4 related web courses.

Direct service staff should send a copy of their certificates of completion for all trainings to [employmentfirst@ood.ohio.gov](mailto:employmentfirst@ood.ohio.gov).

