

Steps for Completing the 2025 Annual DSP Training

1. **Access the Training Portal**
2. Go to <https://mylearning.dodd.ohio.gov/>
3. **Log in or Create an Account**
 - **New Users:** If you don't have an account, create one.
 - **Returning Users:** Log in with your existing account credentials.
4. **Locate the Direct Support Professional Annual Training Program**
 - Once logged in, navigate to the training section.
 - Click on **"Direct Support Professional"** to access the course list.
 - Select **"Direct Support Professional (DSP) 2025 – 8 Hour Annual Training"**
 - **PLEASE NOTE:** Ensure you are clicking on the correct training; Independent Provider training or the New Direct Support Professional Training cannot be accepted. New DSP's must complete the 8 Hour Annual Training as well.
5. **Enroll in the Training Program**
 - From the course list, find **"Direct Support Professional (DSP) – 8 Hour 2025 Annual Training."**
 - Click **"Sign Up"** and confirm your enrollment.
 - You will also need to complete the **HIPAA** training and send the certificate:
<https://mylearning.dodd.ohio.gov/enrol/index.php?id=507>
6. **Complete the Modules**
 - Work through the training modules listed in the program sequentially.
7. **Obtain Certificates**
 - After completing all the courses, download your certificates:
 - Go to the **Dashboard** via the top menu on DODD MyLearning.
 - Under **"Current Certificates"**, locate and download:
 - **DSP Annual 8-Hour Certificate**
 - **HIPAA**
 - **Note:** Transcripts will no longer be accepted.
8. **Submit Certificates**
 - Save the downloaded certificates to your device.

- Provide copies of both the **DSP Annual 8-Hour Certificate** and **HIPAA** as required to PDPHR@iamboundless.org
- **Boundless Training:**
- You must click on the link below to complete the Boundless quiz; the training material will be in a separate attachment.
- Link to the questionnaire for "Boundless Specific Training": [Microsoft Forms](#)