

Steps for Completing the 2026 Annual 8 Hour DSP Training

1. Access the Training Portal

2. Go to <https://mylearning.dodd.ohio.gov/>

3. Log in or Create an Account

- o New Users: If you don't have an account, create one.

- o Returning Users: Log in with your existing account credentials.

4. Locate the Direct Support Professional Annual Training Program

<https://mylearning.dodd.ohio.gov/enrol/programs/catalogue/program.php?id=34>

- 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, DO NOT follow site instructions that say to complete the new DSP training if you are new, only complete the DSP Annual 8 hour training.

5. Enroll in the Training Program

- o From the course list, find "Direct Support Professional (DSP) – 8 Hour 2026 Annual Training."

- o Click "Sign Up" and confirm your enrollment.

- o You will also need to complete the HIPAA training and send the certificate:

<https://mylearning.dodd.ohio.gov/enrol/index.php?id=530>

6. Complete the Modules

- o Work through the training modules listed in the program sequentially.

7. Obtain Certificates

- o 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

- o Note: Transcripts will no longer be accepted.

8. Submit Certificates

- o Save the downloaded certificates to your device.

- o Provide copies of both the DSP Annual 8-Hour Certificate and HIPAA as required to

PDPHR@iamboundless.org. We DO NOT accept the individual certificates, only send in the DSP Annual 8 hour and HIPAA.

- o Boundless Training:

- o You must click on the link below to complete the Boundless quiz; the training material will be in a YouTube video below.

- o Link to the questionnaire for "Boundless Specific Training":

<https://forms.office.com/r/mFu4ttxRZB>

<https://www.youtube.com/watch?v=gk9eFmnETng>