

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>