

2026 Annual 8-Hour DSP Training Guide

Step 1: Access the Training Portal

- Go to the DODD MyLearning website:
<https://mylearning.dodd.ohio.gov/>

Step 2: Log In or Create an Account

- **New users:** Click *Create Account* and follow the setup instructions.
- **Returning users:** Log in using your existing credentials.

Step 3: Locate the Correct Training Program

- Navigate to the Direct Support Professional Annual Training Program:
<https://mylearning.dodd.ohio.gov/enrol/programs/catalogue/program.php?id=34>

Important:

- Select the **Direct Support Professional (DSP) – 8 Hour 2026 Annual Training**.
- Do **NOT** select:
 - Independent Provider training
 - New DSP training
- All DSPs (including new hires) must complete the **8-hour annual training only**.

Step 4: Enroll in the Training

- Find the course titled:
“Direct Support Professional (DSP) – 8 Hour 2026 Annual Training”
- Click **Sign Up** and confirm your enrollment.

Step 5: Enroll in HIPAA Training

- You must also complete the required HIPAA course:
<https://mylearning.dodd.ohio.gov/enrol/index.php?id=530>


Step 6: Complete All Training Modules

- Work through each module in order within the training program.
- Ensure every section is fully completed.

Step 7: Download Your Certificates

After completing all required courses:

1. Go to your **Dashboard** (top menu in MyLearning).
2. Under **Current Certificates**, download:
 - DSP Annual 8-Hour Certificate
 - HIPAA Certificate

 **Note:** Transcripts are **not accepted**—only certificates.

Step 8: Submit Your Certificates

- Save both certificates to your device.
- Email them to: **PDPHR@iamboundless.org**

Important:

- Only submit:
 - DSP Annual 8-Hour Certificate
 - HIPAA Certificate
- Do **NOT** send individual course/module certificates.

Step 9: Complete Boundless-Specific Training

In addition to the DODD training:

1. Watch the training video:
<https://www.youtube.com/watch?v=J76ua5TieVY>
2. Complete the required quiz:
<https://forms.office.com/r/mFu4ttXRZB>

Final Checklist

Before finishing, make sure you have:

- Completed DSP 8-Hour Annual Training
- Completed HIPAA Training
- Downloaded both certificates
- Submitted certificates via email
- Completed Boundless training video and quiz