

# Now Open: Registration for Certified Investigator (CI) Initial Certification Course

## ODP Announcement 23-044

### AUDIENCE:

Administrative Entities (AEs), Supports Coordination Organizations (SCOs), Supports Coordinators (SCs), Direct Service Providers (DSPs) and Contracted Entities that conduct or will conduct critical incident investigations as required under [Incident Management Bulletin 00-21-02](#) and under [Chapter 6100.402 Incident Investigation](#).

### PURPOSE

To communicate that registration for the July – December 2023 CI Initial Certification Course classes (also known as cohorts) is now open on MyODP.

### DISCUSSION

The Initial CI Certification Course was created to ensure that all incidents requiring an investigation receive a systematic review that meets established standards. To perform investigations, the CI candidate must successfully complete all requirements of the CI Initial Certification Course. **All July – December 2023 CI Initial Certification cohorts will be provided virtually.**

The Initial Certification process consists of:

- Verification of your general qualifications (completed by your Office of Developmental Programs [ODP]-affiliated employer/sponsor)
- Four (4) scheduled Zoom sessions, each lasting 3.5 hours

- Online webcasts, quizzes, and other homework assignments
- Online exam

To register for the CI Initial Certification course:

- Log into your [MyODP.org](https://myodp.org) account
- Go to the [Certified Investigator Initial Certification Course Information page](#)
- Use the Registration Page link to go to the registration page

If you do not have a MyODP account, use this [MyODP Login Page](#) link and follow the instructions under “Is this your first time here.” **Please do not create a new account if you think you may already have one. If you think you have created a MyODP account in the past or need help creating an account, visit the [MyODP Technical Support page](#). That page contains contact information for the MyODP Help Desk.**

For assistance with registration, contact Kiyona Duncan ([kiyona.duncan@temple.edu](mailto:kiyona.duncan@temple.edu)). For questions regarding course content, contact Amanda Black ([amanda.black@temple.edu](mailto:amanda.black@temple.edu)).