

# Newly Released: Updates to Certified Investigator (CI) Recertification

## ODP Announcement 25-016

### AUDIENCE:

State and Non-State Intermediate Care Facilities for Individuals with an Intellectual Disability (ICF/IIDs), Administrative Entities (AEs), Supports Coordination Organizations (SCOs), Support Coordinators (SCs), Direct Service Providers (DSPs) and Contracted Entities that conduct or perform oversight of Incident Investigations performed by Certified Investigators (CIs).

### PURPOSE:

To announce the release of **new requirements for CI Recertification** and a **revised timeline for access to the CI Recertification exam**.

### DISCUSSION:

The Office of Developmental Programs (ODP) contracts with Temple University Harrisburg to deliver the ODP Certified Investigator Program. **ODP and Temple University have developed a new lesson that, in addition to the exam, must be completed as part of the recertification process.** The **new Lesson** is called **“Recertification Review: The Certified Investigator's Role in the Investigative Process.”** This Lesson will provide an overview of the investigation process as well as

cover anything that has changed in the CI Manual since the CI's last certification. **This new requirement is effective beginning with May 2025 recertifications.**

Additionally, there will be some **timeframe changes** to when the Recertification exam is available, **beginning with May 2025 recertifications.**

1. **Three months prior to expiration of their current certification, the CI will receive an email from Temple.**
  - a. The email will contain detailed instructions for completing the Recertification process.
2. **The CI will then be able to upload their completed Form B to MyODP.**
3. The **Form B will be reviewed by Temple** no earlier than **60 days prior to the expiration date of the certification.**
4. Once Temple approves the Form B, **the CI must complete the Recertification Review Lesson in order to access and take their exam.**
  - a. **If CI does not complete the lesson and pass the exam by the certification expiration date, they are no longer certified** and will need to take the Initial Certification Course to become certified again.

**Example:**

The CI's certification expires on 5/31/2025. The CI will receive an email from Temple at the beginning of March (three months before the expiration date). The Form B will be reviewed by Temple no earlier than April 1<sup>st</sup> (60 days prior to the expiration date). Once the Form B is approved, the CI will have until 5/31/25 (last date of current certification period) to complete the Recertification Review Lesson and pass their exam.

To learn more about the Recertification Process, you may visit the [MyODP](#) website by following the Recertification link on the [CI Program home page](#).

**CONTACT:**

For any questions regarding changes to the recertification process, please contact:

[cipgm@temple.edu](mailto:cipgm@temple.edu).