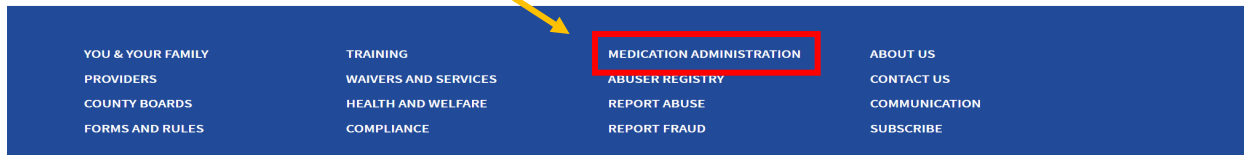


# How to verify that you or a staff person is currently certified...

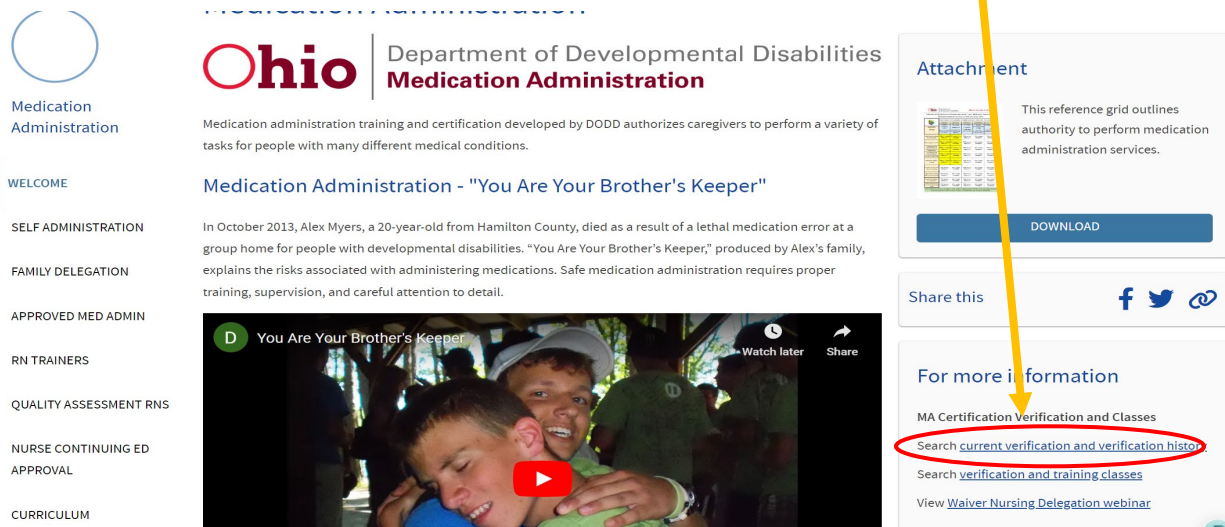
1. Go to [dodd.ohio.gov](http://dodd.ohio.gov)
2. Then go to the bottom of that screen and click on Medication Administration



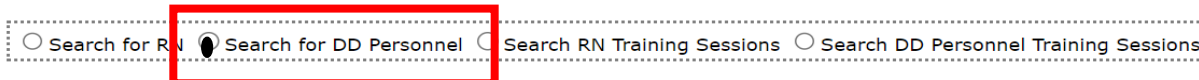
3. Then Click on -

Search [current verification and verification history](#)

Which is located here.



4. That will take you here, then click on this button



5. Then enter the last 4 of the employee's social security number here -

DODD ID #:

Last 4 SSN:

6. That will take you to a screen that looks like this. **YOU HAVE TO CLICK THE PLUS SIGN!!**

Certification	Last Name	First Name	Middle Name	Suffix	DD ID #	Date Of Birth
<input type="checkbox"/>	[REDACTED]	[REDACTED]			DD00022622	4/24/1968
<input type="checkbox"/>	[REDACTED]	[REDACTED]			DD00084590	1/26/1990

7. This will show the certification dates for the staff person.

Certification	Last Name	First Name	Middle Name	Suffix	DD ID #	Date Of Birth										
<input type="checkbox"/>	Houston	Cassandra			DD00022622	4/24/1968										
<table border="1"> <thead> <tr> <th>Certification Type</th> <th>Effective</th> <th>Expiration</th> <th>RenewalCount</th> <th>Certification Status</th> </tr> </thead> <tbody> <tr> <td>Cat - I</td> <td>8/23/2013</td> <td>8/23/2014</td> <td>1</td> <td>Expired</td> </tr> </tbody> </table>							Certification Type	Effective	Expiration	RenewalCount	Certification Status	Cat - I	8/23/2013	8/23/2014	1	Expired
Certification Type	Effective	Expiration	RenewalCount	Certification Status												
Cat - I	8/23/2013	8/23/2014	1	Expired												
<input type="checkbox"/>	[REDACTED]	[REDACTED]			DD00084590	1/26/1990										