

Steps to Certification CM I Upgrade to CM II

If you are a CM I who has completed their qualifying bachelor's degree and want to be upgraded to a CM II, please use these instructions.

Please review the **NEW Case Management Rules:**

- [Chapter 50. Standards and Criteria for Certified Behavioral Health Case Managers](#)
- [Changes to Administrative Rules Chapter 50 Behavioral Health Case Management](#)
- [ODMHSAS Provider Letter CM BHRS Changes 06212013](#)
- These will provide you with the qualifications, prerequisites and timelines for application and certification
- Please review them closely as there have been critical changes
 1. All CM I's who want to be upgraded to a CM II will need to pay the \$15.00 reapplication/recertification fee.
 2. Please review the [Chapter 50. Standards and Criteria for Certified Behavioral Health Case Managers](#)
 3. . These will provide you with the qualifications, prerequisites needed and timelines for application and certification. Please review them closely as there have been critical changes.
 4. Please follow these **Steps to Certification CM I Upgrade to CM II** instructions.

- **You should already have an NPI (National Provider Identification) Number:**
- Everyone needs to get a National Provider Identification Number before you begin
- Use this link [National Provider Identification \(NPI Number\)](#) to apply for your number
 - Add Taxonomy Code, click next
 - Select "Other Service Providers", click next
 - Select "Case Management/Care Coordinator", click Save
 - Check (the dot) left to Case Management/Care Coordinator, click on next and complete the rest of the application

- If you already have an NPI number, please use that number

Complete the On-Line Application:

- **DO NOT CREATE ANOTHER ACCOUNT IF YOU ALREADY HAVE ONE**
- **THIS WILL ONLY DELAY PROCESSING OF YOUR APPLICATION**
- **FOR ASSISTANCE CONTACT THE HELP DESK AT (405) 522-0318**

- [Case Management On-Line Application & Pay Fees online](#) (click here for existing accounts)
 - Choose this  "Registration" icon.
 - Complete each tab with your information.
 - You will need to pay the \$15.00 Recertification Fee **ONLINE**. (You may have to contact Ramona Gregory 405-522-5366 to activate the upgrade/renewal fee \$15 in pay bills).
 - **ALL FEES MUST BE PAID ONLINE ONLY**
 - Look for "**PAY BILLS**" Button in the Upper Right hand corner of your account.
 - Please print your receipt to attach to your application documents.
 - ****ODMHSAS employees are exempt from the initial fee of \$15.00 recertification fee.**
 - Use the Submit Button and the "Application Inventory Page" will appear.
 - Print this "Application Inventory Page".
 - Once you hit the submit button, you only have six (6) months, of your initial application date, to complete the certification process.
 - If you do not complete the certification process within six (6) months, of your initial application date, your application will expire and

- You will be required to start the entire application process all over from the beginning and
- No refunds or credits will be given for any fees

Mail your application to us:

- **Once you have completed your online application, print the Application Inventory Form, attach the following documents and mail to the address below:**
 - Application Inventory Form with Signature
 - Current Oklahoma State Bureau of Investigation criminal history report
 - Printed Receipt showing online payment of Recertification Fee \$15 (if applicable)
(ONLINE PAYMENTS ONLY – NO CHECKS – NO MONEY ORDERS) (No Refunds)
 - Recertification Fee**: \$15.00 – must be paid online-print your receipt
 - Official College or University Transcript showing the degree and the conferred (graduation) date
 - Since your degree information is different and needs to be updated we will need a new official transcript showing your new degree information
 - Copy of RN (Registered Nurse) Licensure Card (if applicable)
 - CPRP Certification Card (if applicable)
- **Mail Completed Application to:** Attn: Case Management
ODMHSAS
P.O. Box 53277
Oklahoma City, OK 73152-3277
- If you do not complete the certification process within six (6) months, of your initial application date, your application will expire and
- You will be required to start the entire application process all over from the beginning and
- No refunds or credits will be given for any fees

Application Approval Process:

- Applications will be reviewed in detail on a first come, first serve basis
- Applicants who send in incomplete applications or applications needing corrections will be notified by e-mail of the needed corrections.
- If your application needs corrections, your application may be returned to you by mail either to home address or place of employment listed in your on line account.
- Once we approve your application, you will receive an email:
 - Since you are applying to be a CM II your email will tell you to log back in to your account and access your online training.
 - If you do not complete the certification process within six (6) months, of your initial application date, your application will expire and
 - You will be required to start the entire application process all over from the beginning and
 - No refunds or credits will be given for any fees

CM II's ONLY Must Complete the Online Training

- You need to complete the online Rehab training.
- Please see [Chart of Steps to Certification Broken Down by CM Level Status](#) for more specific information
 - If you do not complete the certification process within six (6) months, your application will expire and
 - You will be required to start the entire application process all over from the beginning and
 - No refunds or credits will be given for any fees

Pay Face to Face Training Fee

- Once you have completed your online training, log back into your account and pay the \$50.00 Face to Face Training Fees.
- All Payments must be made online.
- **ODMHSAS employees are exempt from Face to Face Training Fees.
- Please see [Chart of Steps to Certification Broken Down by CM Level Status](#) for more specific face to face training and cost information.
- If you do not complete the certification process within six (6) months, of your initial application date, your application will expire and
- You will be required to start the entire application process all over from the beginning and
- No refunds or credits will be given for any fees

Register for Face to Face Case Management Training – For all scenarios

- Please visit our [website](#) to review the [Case Management Training Information & Schedule](#).
- Please select a first and second choice of dates that you would prefer to attend and
- Send Ramona Ramona.Gregory@odmhsas.org an email to let her know what your preferences are.
- Ramona will make every attempt to give you your choices, but the classes fill up fast, so she may just have to register you for the next available training.
- Ramona will send you a Registration Confirmation Email with more information regarding the training.
- At the end of the training, you will be given your Official Exam Approval Document.
- If you do not complete the certification process within six (6) months, of your initial application date, your application will expire and
- You will be required to start the entire application process all over from the beginning and
- No refunds or credits will be given for any fees

Schedule your Exam:

- [CareerTech Exam Site Information](#)
- Contact the Career Tech site of your choice to schedule your exam
- Career Tech sites charge a \$45.00 fee.
- Testing protocol requires an Oklahoma State issued identification, pre scheduling of exam, Official Exam Document at all exam sites.
- Be sure to take your exam as soon as possible. Your Exam Approval Document has an expiration date on it and
- If you do not complete the certification process within six (6) months, of your initial application date, your application will expire and
- You will be required to start the entire application process all over from the beginning and
- No refunds or credits will be given for any fees

Prepare for and take your Exam:

- The On-Line Training and the Face to Face Training will prepare you for the Rehab exam, but if you feel you need additional information, we recommend reading the following material:
 - *Principles and Practice Psychiatric Rehabilitation*; Corrigan, P.; Mueser, K.; Bond, G; Drake, R.; & Solomon, P.
 - *Psychiatric Rehabilitation Skills in Practice: A CPRP Preparation & Skills Workbook*; Salzer, M
 - *Best Practices in Psychosocial Rehabilitation*; Ruth Hughes, Ph.D, & Diane Weinstein, M.S.W.
- After you finish reading the materials, please contact the career tech exam site of your choice to schedule a time to complete the web-based exam.
 - Go to [Exam Site Information](#) for a list of testing sites and contact information.
 - You must call ahead and schedule an appointment to take the exam.
 - You will not be allowed to test without an appointment.
 - The Exam fee you pay directly to the Career Tech is \$35.00. Please contact the Career Tech for types of payment they accept.
 - Bring your Exam Approval Document with you to the testing site,
 - Bring your driver's license or state issued id with you to the testing site.

- Applicants must contact the test site to find out what forms of payment are accepted.
- Exam letters will not be sent to the testing site.
- If you do not complete the certification process within six (6) months, of your initial application date, your application will expire and
- You will be required to start the entire application process all over from the beginning and
- No refunds or credits will be given for any fees

Successful Exam Completion

- Upon successful exam completion, you need to fax two documents to Ramona
 - Fax your Coaching Report (exam results) to 405-366-2304.
 - Print off this [Verification of Employment Form](#) take this form to your employer for them to complete or
 - Your employer can print off [Verification of Employment Form](#); the applicant completes the top portion of the form and the employer completes the bottom portion.
 - Then fax or email the completed [Verification of Employment Form](#) to Ramona. Fax (405 366-2304) or Email (Ramona.Gregory@odmhsas.org).
 - Your employer must be a contracted agency with ODMHSAS or OHCA to provide Case Management Services according to our [Chapter 50. Standards and Criteria for Certified Behavioral Health Case Managers](#)
 - You cannot complete your Case Management Certification unless you are employed with a contracted agency.
 - If you cannot provide [Verification of Employment Form](#) within six (6) months, your application will expire and
 - If you do not complete the certification process within six (6) months, of your initial application date, your application will expire and
 - You will be required to start the entire application process all over from the beginning and
 - No refunds or credits will be given for any fees
 - You will be notified when to print off your certificate when you have successfully completed the Case Management Certification process.

Print Certificate

- Sign into Access Control through Secure Access Icon 
- Click on Registration Icon
- Select Behavioral Health Case Management
- Print Certificate button will appear next to Advance to Registration
- Print your Certificate (make sure your Pop Up Blocker is turned off)
- Please make note of your Certification Expiration Date on your certificate and make sure to familiarize yourself with the Recertification Process as outlined in the [Chapter 50. Standards and Criteria for Certified Behavioral Health Case Managers](#)
- Please visit our [Behavioral Health Case Management](#) website for more information regarding the Recertification Process.

You cannot bill for Case Management Services until you are able to print off your certificate.