

CASE MANAGEMENT STEPS TO CERTIFICATION BROKEN DOWN BY CM LEVEL -STATUS					
	STEPS TO CERTIFICATION	CM I	CM I UPGRADE	CM II - NEW	CM II - NEW - CPRP/ CPCR
1	Review the NEW Case Management Rules:	Yes	Yes	Yes	Yes
2	Get an NPI Number	Yes	Already have one	Yes	Yes
3	Create a new account	Yes	No	Yes	Yes
4	Log into your account	Yes	Yes	Yes	Yes
5	Click on to the Registration Icon	Yes	Yes	Yes	Yes
6	Complete each tab with your personal info	Yes	Yes	Yes	Yes
7	Pay the \$25.00 Application Fee OnLine	Yes	No	Yes	Yes
8	Submit Your online Application	Yes	Yes	Yes	Yes
9	6 Month Deadline Started	Yes	Yes	Yes	Yes
10	Print off your Application Inventory Page	Yes	Yes	Yes	Yes
11	Send us your Application Packet	Yes	Yes	Yes	Yes
12	Send us your Official College Transcript	Yes	Yes	Yes	Yes
13	Send us your RN License if applicable	If applicable			
14	If we deny your application	Watch for email, make corrections, notify us when you have made the			
15	Complete Online Trainings	N/A	Complete Rehab Online Training	Complete CM & Rehab Online Training	N/A
16	Pay F2F Training Fee Online	\$50.00	\$50.00	\$75.00	\$50.00
17	Review Training Schedule on Website	Link to Training Schedule			
18	Register to attend Training	Send Ramona.Webster@odmhsas.org an Email with two preferred training date options			
19	Attend Scheduled Training	2 days	2 days	3 days	2 days
20	Get Exam Approval Document	You will be given your Exam Approval Document which allows you to go take your exam when you complete the F2F Training			
21	Schedule your Exam	Link to CareerTech Exam Site Information			
22	Take Your Exam	Go to the Career Tech of your choice, pay the \$35.00 Exam Fee and Take and Pass your Exam			
23	Which Exam do I take	CM Exam #1	Rehab Exam #3	CM/Rehab Exam #2	CM Exam #1
24	Verification of Employment	Have the qualifying Agency that is your employer complete the Verification of Employment			
25	Send us your Verification of Employment	You can fax your Coaching Report (Exam Results) & Verification of Employment to 405-366-2304 or email it to Ramona.Webster@odmhsas.org			
26	Log into your account & Print your Certificate	Once your exam scores have been uploaded into our system from the Career Tech and once we have received and verify that your Verification of Employment if from a qualifying agency, you will be able to log back into your account and print off your certificate. If it does not show available, be patient, it may take several days for your certificate to be available to print.			
27	When can I start Billing	You cannot start billing until you CAN printed out your certificate			