

## AUTISM & JON PETERSON SCHOLARSHIP PROGRAM FIRST STEPS FOR PROVIDERS

The Ohio Department of Education (the department) is responsible for the administration of the Autism and Jon Peterson Special Needs (JPSN) scholarship programs. All providers that want to participate in the scholarship programs must register and be approved by the department annually.

### WHO CAN BE A PROVIDER?

**A school or a business with staff who have appropriate licensure for the special education services they will be providing, may become a participating provider.**

Special education credentials such as:

- Intervention Specialists
- Occupational Therapists
- Board Certified Behavioral Analysts
- Speech and Language Pathologists and Therapists
- Psychologists

### HOW CAN MY BUSINESS BECOME A PROVIDER?

**All providers operating as a business, will need to be registered with the Secretary of State prior to applying. Autism scholarship providers must also be registered and have been in business for at least one year prior to applying.**

**The provider registration window opens December 1 of every year and closes November 30 of the following year. By submitting an application before the closing day in November, your application will be for the current program year. An application submitted in December is for the next program year.**

**Scholarship programs run on a fiscal year, July 1 to June 30.**

### WHAT ELSE DO I NEED TO KNOW?

**Prior to applying, all provider applicants should familiarize themselves with the program rules for the scholarship you wish to participate in.**

[Click here](#) for the Jon Peterson Special Needs Scholarship program, Chapter 3301-101-02 of the Revised Code.

[Click here](#) for the Autism Scholarship program, Chapter 3301-101-01 of the Revised Code.



## STEP 1

\*When you are ready to apply, your first step is to create an OH | ID account. Users can access the Scholarship Programs system app through the state of Ohio's web-secure portal, known as OH | ID. [Click here](#) for step-by-step instructions.

\*After creating your OH | ID, you must then request access to the Scholarship Programs system app before creating your provider profile and application.

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\*Once access has been granted and you are successfully logged into the Scholarship Programs system app, choose the correct scholarship program you are applying for.

\*Choose "New Provider Application" from the drop-down menu under the Provider tab, in the red bar at the top of the screen. You must read and agree to the terms and conditions in the Provider Affidavit before applying.



## STEP 2



## STEP 3

\*Use the "Provider Registration Guidance" and the "Provider Registration Manual" documents to help navigate through your provider application.

\*They may be found under the User Manuals and Forms tab in the red bar at the top of the screen.

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\*Once you submit your provider application, a consultant will be assigned to review and provide feedback on your application. You will be alerted of the status of your provider application via email. Be sure to review the "Comments/History" tab within your provider application for your consultant's feedback.

\*Provider application reviews can range from 30 to 60 days after submission, given all provider information such as, staffing, credentials, documentation and any other required information has been submitted.



## STEP 4