



Developmental Disabilities Administration

Instructions for Submitting a DDA Application for Individual Nurse or Behavioral Support Specialist Provider

- Please fill out the DDA provider application through this [Google form](#).
 - Name: Do not use nicknames. Please use full, legal name
 - A valid and working phone number
 - A valid and active email address
 - A valid Maryland mailing address
 - Copy of a valid and current photo ID, such as a Maryland state driver's license or Maryland state ID
 - Copy of professional Maryland State License and/or Certificate
 - Copy of most recent resume for Behavioral Support Specialists (must meet provider qualification criteria as per the [approved waiver](#))
 - Copy of professional liability insurance
 - Signed [Provider Agreement to Conditions of Participation](#) form
 - Results from criminal background check. Acceptable criminal background checks:
 1. A State criminal history records check via the Maryland Department of Public Safety's Criminal Justice Information System (CJIS); or
 2. A National criminal background check via a private agency, with whom the provider contracts. (If choosing the second option, the criminal background check must pull court or other records in each state in which you worked or resided during the past 7 years.); and
 3. If serving people aged 17 and under, child protective services (CPS) clearance results are needed.