



CDC+ Consultant Registration Checklist

1. Qualify to Provide Consultant Services

- Must be a Waiver Support Coordinator (WSC) in good standing, as determined by the APD Regional Office, and
- Complete the CDC+ New Consultant Training, pass the Readiness Review and receive a Certificate of Completion from the APD State Office.

For specific questions about how to take the New Consultant Training, visit the CDC+ website at: <http://apd.myflorida.com/cdcplus/cdctraining.htm>. Or, contact our CDC+ Trainer at 1-866-761-7043.

2. Execute a CDC+ Memorandum of Agreement (MOA)

A CDC+ MOA must be executed between each Solo Practitioner or Group (Agency) and the Regional Operations Manager (or designee) of each APD Region in which services will be provided. The Memorandum of Agreement is kept at the Regional Office.

- WSC fills out the MOA and sends to the Regional Provider Enrollment unit who verifies that the WSC is in “good standing” and obtains the signature from the Regional Operations Manager.
- Regional Provider Enrollment sends back a signed copy of the MOA to the WSC

3. Submit Registration Packet to CDC+ State office

All documents required for registering as a CDC+ consultant can be found at: apd.myflorida.com/cdcplus/consultants/. WSC sends the following documents to CDC+ State office at apd.cdc.documents@apdcare.org:

- CDC+ Consultant Registration Form (for either Agency Affiliated or Solo)
- CDC+ Consultant Certificate of Completion
- Copy of signed MOA
- The signature page of the MWSA (completed when provider became a Waiver Support Coordinator)

4. Process the CDC+ Consultant Registration

CDC+ State office verifies eligibility, signs the Consultant Registration form and sends out to the Consultant, APD Regional Office and the Regional Provider Enrollment unit.

CDC+ State office sends WSC a Welcome Packet that include a letter with username and instructions on how to set up a password for the Consultant Reporting System and a user guide for the Consultant Reporting System.

Regional Provider Enrollment unit adds the CDC+ Consultant Codes to ABC to allow for billing.