



Session 2: What do I need to do to become a QSP?

KEY Points: Review

- There are five different form packets: Individual, Family Home Care, Adult Foster Care, Agency, and Agency Foster Home for Adults.
- Make sure you have the the entire, up-to-date **application packet and handbook**.
- Complete all documents outlined in the checklist.
- Provide a photocopy of your government ID, any certificate (such as CNA license), and a voided check for direct deposit.
- Applications are mailed/emailed to Noridian.
- Your National Provider Identifier (NPI) number is obtained online. There is no form in the application packet to complete for this step.
- You will be contacted via email for any changes needed for your application.
- Any requested changes to your application will need to be made within a six-week window of time.

Fraud, Waste, Abuse training:

- Complete the **Fraud, Waste, and Abuse Training** from the North Dakota Department of Human Services.
- PRINT or SAVE the certificate of completion.

How do I get an NPI number?

- Go to the **NPPES NPI Registry**.
- Register an account.
- Once your information has been processed and you have been assigned a number, you will receive an email.
- Watch your email and junk folder for your NPI number.

Document of Competency (SFN 750)

- Must be completed by a licensed health care provider.
- If you have current licensure in the areas listed on the Instructions to Complete document, you DO NOT need to complete this form. You must submit a copy of a CURRENT license/certificate.
- If you need help getting trained, go to **Train ND**.

Do you need help applying? Contact us!

info@ndqspub.org or (701) 777-3432.