

This notification is to alert you to changes regarding the Step Up To Quality (SUTQ) rules effective June 26, 2016. There are areas that have been impacted by these revisions that we wanted to bring to your attention: the Ohio Professional Registry (OPR) and PD Certification Period, new Professional Development (PD) hours and courses, and Ohio Approved Training.

### **Professional Development**

Beginning July 1, 2016, professional development (PD) required for administrators, lead teachers and assistant teachers in rated programs (now referred to as professionals) will be tracked and monitored on a different schedule. The hire date of the professional will no longer be used to set the training period. The training period for all professionals will now begin on July 1 of odd years and end on June 30 of the next odd year. (Example: July 1, 2017 through June 30, 2019.) Additionally, professionals will be required to complete two, free online courses: Ohio's Approach to Quality (2 hours) and Ohio's Overview of Child Development (3 hours), which can be registered for at: <https://www.occrpa.org/>. Only professionals who have completed a post-secondary level course in child development in the past six years, with a grade of C or higher or a Pass when taken Pass/Fail, will be exempt from completing the Overview of Child Development course. All professionals must complete the Ohio's Approach to Quality course. The completed hours for the courses are then applied to the total hours required to be completed for the training period.

As these requirements are being implemented during an even numbered year, this training period will be only one year in length, July 1, 2016 through June 30, 2017. During this first training period:

- Professionals are only required to complete 10 hours of PD.
- The hours completed for the required courses (Ohio's Approach to Quality and Ohio's Overview of Child Development) will count toward the requirement for 10 hours.
- Any PD which has been taken between July 1, 2014 and June 30, 2016 will be applied toward this requirement, as well as toward the extra training hours required for extra points for 4- and 5-star programs.
- The balance of hours must then be completed between July 1, 2016 and June 30, 2017.
- All professionals employed prior to July 1, 2016 will have one year to complete the two required online courses.
- Professionals employed after July 1, 2016 and before September 1, 2016, will have until November 30, 2016 to complete both online courses.
- Professionals hired after September 1, 2016, will have 30 days from their date of hire to complete both online courses.

Additional details are available in Provider Technical Assistance Letter 19, dated July 15, 2016. This letter can be found at: <http://jfs.ohio.gov/cdc/Provider-Technical-Assistance-Letters.stm>.

### **Ohio Approved Training Information**

In April, 2015, the Ohio Approved designation was established and published in an effort to align all early childhood PD and training to follow the same criteria. Information on the Ohio Approved process is available at the following website: <http://www.earlychildhoodohio.org/ohioapproved.php>.

As a result, beginning July 1, 2017, the "SUTQ Approved" designation will no longer be accepted by the Ohio Department of Job and Family Services and the Ohio Department of Education as meeting the requirements outlined in Chapter 5101:2-17 OAC. In order for a training to meet the SUTQ program standards, the training must be Ohio Approved through the Ohio Professional Registry. For more

information regarding available Ohio Approved trainings, please visit the following website:

[https://www.occrra.org/cart/training\\_list](https://www.occrra.org/cart/training_list).

Please be advised that “SUTQ Approved” trainings can still be taken after July 1, 2017, but the hours will not count toward the twenty hour PD requirement for SUTQ. The “SUTQ Approved” training hours will continue to count toward the ODJFS licensing training requirements.

If you have any questions about the Ohio Approved process, please contact the Ohio Child Care Resource and Referral Agency (OCCRRA) at 614-396-5959 or 877-547-6978.