

## Process to Become an Approved Accrediting Body for Step Up To Quality



Step Up To Quality (SUTQ) is Ohio's five star quality rating and improvement system that recognizes quality child care programs based on established standards. These established standards include allowing the child care program to earn points toward achieving a four or five star rating when the program is accredited. The Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) list approved accrediting organizations in the SUTQ Program Standards Resource Guide at [www.earlychildhoodohio.org](http://www.earlychildhoodohio.org) with the approval effective date of becoming a recognized accrediting agency.

As of March 2015, a new approval process was established that requires accrediting agencies to submit an application to be approved by ODJFS and ODE if they wish to be recognized for Ohio's SUTQ program as accredited. An organization must meet the following criteria in order to be considered for approval:

1. Be nationally recognized and actively issuing accreditation certificates in at least five states with at least 100 programs accredited nationally.
2. Submit the JFS 01648 "Application for Accrediting Organization for Step Up To Quality (SUTQ)"

OR

Submit the JFS 01650 "Bi-Annual Review Report for Approved Accrediting Organization for Step Up To Quality" every two years in order to verify that they continue to meet the approval criteria.

3. Submit application and supporting documentation to [SUTQOnlineApp@jfs.ohio.gov](mailto:SUTQOnlineApp@jfs.ohio.gov).

The accrediting agency is notified via email of an approved or denied application. If approved, the accrediting body is notified of the effective date of the approval and is recognized as an accrediting body for SUTQ. Accrediting agencies, whose application does not demonstrate that they meet the requirements, must wait six months before submitting another application for review.

If an approved accrediting agency does not submit the JFS 01650 "Bi-Annual Review Report for Approved Accrediting Organization for Step Up To Quality", or cannot demonstrate that they continue to meet the approval criteria, they will be removed from the list in the SUTQ Program Standards Resource Guide. If the accrediting body does not submit the JFS 01650 within 60 days of the expiration of the effective date, they will be required to submit the JFS 01648, "Application for Accrediting Organization for Step Up To Quality (SUTQ)".

Questions regarding the approval process should be directed to the child care policy help desk at 1-877-302-2347, option 4.