**IMPORTANT Changes to Ohio Approved Training Options for the New Biennium 9/9/19**

When the Local Professional Development Committee (LPDC) process for obtaining professional development for Step Up to Quality (SUTQ) was introduced in the spring of 2018, the Office of Early Learning and School Readiness designed a form to provide the information that would be close to the equivalent of an Ohio Approved (OA) training, as set by the SUTQ standards.

As the new biennium begins in this 2019-2020 school year, *ODE will no longer be accepting the LPDC form for professional development hours for SUTQ obtained through the ODE created LPDC process.*  This decision came after a thorough review of the challenges with the process over the last year and a half for the field, ODE, and the Ohio Professional Registry (OPR) staff.

As we transition to this change, LPDC forms will be accepted by the OPR if the approved training was completed between July 1, 2019 and December 1, 2019. Any training completed through the LPDC process after December 1, 2019 will not be accepted.

In keeping in line with the intent and integrity of the SUTQ standards for professional development there are multiple options for obtaining Ohio Approved trainings. It is recommended that each school district or professional training organization create their own *Training Organization* in the OPR. This protocol will provide ease of use for teaching staff to receive OA hours and for those to be verified more quickly through the OPR.

The Administrator of a *Training Organization* can set permissions on who can submit training for Ohio Approved and manage or schedule the events or training. Potential trainers must apply to be an Ohio Approved Instructor in order to submit training for Ohio Approved credit. Submissions should be done in the district’s dashboard in the OPR. Once a person is approved as an instructor, they can submit as many trainings as they want for approval.

There are user guides to assist school district personnel in setting up a *Training Organization* and submitting training and instructors on the OCCRRA website: <https://occrra.org/our-resources-page/> Click on Training and Instructor Approvals on the left menu bar. There you will find User Guides and a video tutorial outlining the Instructor Approval process.

There are also numerous Ohio Approved trainings (both face-to-face and online options) listed in the OPR under “Find Training.”

If you have questions about professional development, please submit them to the SUTQ mailbox at: [SUTQ@education.ohio.gov](mailto:SUTQ@education.ohio.gov)