Ohio | Department of Education

Office of Early Learning and School Readiness
Professional Development
LPDC Registry Form
for Step Up To Quality
Revised 4/27/2017

*Submit **One** Professional Development LPDC Registry Form Per Training Certificate, In-service form or Verification of Attendance to the Ohio Professional Registry (OPR)*

Section I - Applicant Professional Information

Name _____

Educator ID # _____

OPR OPIN# _____

Organization Name (School District) _____

Teaching/Work Assignment _____

Location (School) _____

Section II - Professional Development Information

Date of PD _____

Instructor's Name: _____

Title of Training _____

Instructor's Credentials: ☐ BA ☐ MA ☐ PhD

# of Contact Hours _____

Target Age Group ☐ Preschool ☐ School Age (SACC)

Select One	Professional Development Focus (check as many as apply)	
	Early Learning & Development Standards	*Core Knowledge & Competencies*
☐ Ongoing series of workshop sessions		
☐ Conference	☐ Social-Emotional Development	☐ Child Growth & Development
☐ Single workshop	☐ Approaches to Learning	☐ Family & Community Relations
☐ District leadership team	☐ Cognitive Development & General Knowledge	☐ Observation & Assessment
☐ Local Professional Development Committee	☐ Language & Literacy Development	☐ Professionalism
☐ Curriculum Development	☐ Physical Well-Being & Motor Development	☐ Learning Environments & Experience
☐ School Improvement		
Other (Specify) _____		

Description of PD that clearly describes how it relates to Preschool or School Age (SACC), depending on age group served:

IPDP Goal(s) Applicable to this PD:

By submitting, I attest that this Professional Development is pre-approved for my Individual Professional Development Plan (IPDP)

Signature/Name of Applicant _____

Date _____

Instruction Sheet for Professional Development LPDC Registry Form

Administrators, lead teachers, and assistant teachers must complete at least 20 hours of approved specialized training each biennium to achieve and maintain the Professional Development Certificate for SUTQ. The following is the list of criteria for accepting training completed through a licensed professional's LPDC in lieu of Ohio Approved credit for the purposes of Professional Development for SUTQ hours.

1. Administrators, lead teachers, and assistant teachers with an Individual Professional Development Plan (IPDP) can earn credit for non-Ohio Approved (OA) training completed at the local level. The plan must be pre-approved by the individual's LPDC.

2. Child Abuse, Communicable Disease, First Aid, CPR, and general Health & Safety courses will not be considered for approval for SUTQ professional development.

3. Instructor must have a minimum of a BA for training approval. Training must be related to the age group served by the individual and with a focus on one of the Early Learning Development Standards or Core Knowledge and Competencies.

4. A Professional Registry LPDC Form must be completed along with a certificate of completion (which includes the signature of the instructor) uploaded to your OPR profile.

5. Completed forms (Professional Development LPDC Registry Form and a certificate of completion or attendance) must be submitted to OPR for verification and approval to be used for SUTQ PD hours. At the completion of the verification process, approved hours will be reflected in the professional's Registry Profile.

How to Submit to OPR — Log into OPR at https://www.occrra.org/opr

A

Log In

B Click on your **Profile** and Select "Edit/View Registry" in the right corner.

Select   ✏ EDIT / VIEW REGISTRY PROFILE

C Click "Add Training"

Select

D TRAINING INFORMATION

Title *

Category *   Trainer *   Complete

Did you receive any CEUs *

Complete Training Information and Upload the Professional Development Registry Form and a Training Certificate, In-service form or Verification of Attendance

Upload a PDF File (The system currently takes PDFs Only)

Upload   Select a File

Save