

**Revised Implementation Date: Changes to Ohio Approved Training Options for the New
Biennium 10/24/19**

On September 9 the Office of Early Learning and School Readiness (OLSER) announced that Local Professional Development Committee (LPDC) forms would no longer be accepted for Step Up To Quality (SUTQ) professional development hours after December 1, 2019. In response to input from the field to allow for more time to transition, that date has now been **extended to June 30, 2020**. Programs that provide professional development through an LPDC will be able to use those hours for SUTQ this program year (year 1 of the biennium). Starting July 1, 2020, *ODE will no longer accept the LPDC form for professional development hours for SUTQ obtained through the ODE created LPDC process.*

As a reminder, staff members required to participate in professional development must achieve 20 hours of Ohio Approved (OA) hours over the biennium, or before June 30, 2021. 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 Ohio Professional Registry (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 Ohio Child Care Resource and Referral Agency (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) immediately available and 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