

## Frequently Asked Questions: Professional Development

REQUIRED COURSES	
Once I have completed these two classes will I need to take them again if I move to another program?	Once you have completed the two required courses, Ohio's Approach to Quality and Ohio's Overview of Child Development, you will not need to re-take the courses unless specifically required as a compliance response for licensing.
I have a BS degree in Child Development am I exempt from taking these classes?	If you have completed a post-secondary level Child Development class in the past six years receiving a grade of C or higher, and have submitted an official transcript to the OPR to verify this, you are exempt from taking Ohio's Overview of Child Development class. However, if it has been more than six years or the coursework has not been verified through the Registry, you will need to take the class. <i>Please note: professionals with previously submitted transcripts will need to request that their Child Development class be verified to be exempt.</i>
What happens if I am exempt from taking the Ohio's Overview of Child Development class right now, but after six years or more, want to move to another program?	If you are found to be exempt from this requirement, your profile in the Registry will indicate that you do not need to take this class. It will continue to reflect that status no matter where or when you move to another program. You will not be required to complete the class in the future once you are verified as exempt.
What if I have an Administrator Credential or a CPL, am I exempt from any classes?	No, an Administrator Credential or a CPL does not exempt you from any of the required professional development.
NOT COMPLETING COURSES	
What happens if I don't take the courses?	If a professional does not complete the required courses by the specified deadline, the program's rating may be reduced to 0.
What happens if one of my staff doesn't complete their required classes or hours because they were on maternity or sick leave?	There will be no exceptions given for professionals who are on leave. They must have the required classes or training hours completed by the end of the biennium. Professionals and administrators are being given advance notice of this requirement and must plan appropriately so classes and training hours are completed by the established deadline.
LAPSES IN EMPLOYMENT	
What happens if I hire a lead teacher at my SUTQ program who has worked as a lead teacher at another SUTQ program? She has been off work for a couple months. What training hours is she required to have?	Professionals that work during a biennium, are required to meet the PD hour requirements for that biennium, whether there is a lapse in employment at a SUTQ program or not. If this professional was employed at the beginning of the biennium, left that employment and did not work in child care for several months, and then came back to work as a professional in another SUTQ program, they must meet the full PD hour requirement for that biennium. If the biennium ended before the professional returned to work, the professional would only need to meet the PD hour requirements for the new biennium, as indicated on the chart below.
PROFESSIONALS HIRED AFTER THE START OF THE BIENNIUM	
I understand that my current staff have to complete 20 hours of training in the biennium, but what about staff that start part way through the two year period?	The two year period has been divided into four quarters. Professionals who are new to SUTQ and begin employment during the quarter must meet the training requirements for that quarter as listed in the chart below.

## Professional Development Training Schedule

(Per 5101:2-17-01 OAC)

PD CERTIFICATION PERIOD	Year One		Year Two	
	Quarter One	Quarter Two	Quarter Three	Quarter Four
	<i>July 1<sup>st</sup> through December 31<sup>st</sup> of the first year</i>	<i>January 1<sup>st</sup> through June 30<sup>th</sup> of the first year</i>	<i>July 1<sup>st</sup> through December 31<sup>st</sup> of the second year</i>	<i>January 1<sup>st</sup> through June 30<sup>th</sup> of the second year</i>
<b>Required for All</b>	Staff employed within quarter one are required to complete the full 20 credit hours at the completion of year two	Staff employed within quarter two are required to complete 15 of 20 credit hours at the completion of year two	Staff employed within quarter three are required to complete 10 of 20 credit hours at the completion of year two	Staff employed within quarter four are required to complete 5 of 20 credit hours at the completion of year two*
<b>Staff Counting Toward 25 Plus Hours</b>	Staff employed within quarter one are required to complete the full 25 credit hours at the completion of year two	Staff employed within quarter two are required to complete 20 of 25 credit hours at the completion of year two	Staff employed within quarter three are required to complete 15 of 25 credit hours at the completion of year two	Staff employed within quarter four are required to complete 10 of 25 credit hours at the completion of year two
<b>Staff Counting Toward 30 Plus Hours</b>	Staff employed within quarter one are required to complete the full 30 credit hours at the completion of year two	Staff employed within quarter two are required to complete 25 of 30 credit hours at the completion of year two	Staff employed within quarter three are required to complete 20 of 30 credit hours at the completion of year two	Staff employed within quarter four are required to complete 15 of 30 credit hours at the completion of year two

*\*Exceptions: Professionals employed within the month of June- Quarter Four, are only required to complete their required classes within 30 days. They will begin the 20 certificate hours as of July 1, Quarter One of the next biennium.*