



Mike DeWine, Governor
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Important Organization Dashboard Information for the 2022-23 School Year Office of Early Learning and School Readiness

The [Ohio Professional Registry](#) (OPR) is where individual staff maintain professional records for [Step Up To Quality \(SUTQ\)](#) and [licensing](#). For SUTQ, each administrator, lead teacher and assistant teacher must submit education qualifications to their profile for verification within 30 days of hire and maintain a current profile thereafter. For licensing, all staff used in ratio must create and maintain a profile as indicated above. Appropriate roles for staff profiles are listed below:

- Administrator/Director – administrator to meet requirements for Step Up to Quality and/or licensing
- Lead teacher – any lead teacher assigned to a classroom
- Assistant teacher – any staff member assigned to a classroom that is not a lead teacher
- Floater – staff member who is not assigned to a specific classroom and who is used in ratio
- Substitute – a substitute used in any capacity in a licensed program
- Other Staff Counted in Ratio – related service personnel, specials teachers, lunch/nap aides, etc.

The Organization Dashboard is a resource in the registry to manage staff employed at the program. Each program must maintain an Organization Dashboard with current staff records linked from the OPR. To ensure program and staff requirements are met for the star rating and licensing rules, staff information from the Organization Dashboard will be reviewed during [focused reviews, full on-site inspections](#) and annual licensing inspections. The steps to maintain an Organization Dashboard are outlined below.

- A staff person designated as the dashboard administrator must request access to the [organization dashboard](#) in the OPR.
- Employment must be verified for all administrators, lead teachers and assistant teachers currently employed. In addition, the dashboard administrator must put an end date for any staff that are no longer employed at the program.

For questions regarding SUTQ, call the SUTQ Help Desk at 844-K12-OHIO (844-512-6446) or submit a [webform](#).

For questions regarding licensing, email OELSR.licensing@education.ohio.gov.