



## Child Care Manual Procedure Letter No. 119

**TO:** All Child Care Manual Holders

**FROM:** Cynthia C. Dungey, Director

**SUBJECT:** New School-Age Professional Endorsement

### **Background:**

By July 1, 2020, child care programs will be required to participate in Step Up To Quality (SUTQ) in order to provide publicly funded child care services. This includes programs serving school-age children as well as stand-alone school-age programs.

Due to the nature of school-age programs, school-age professionals are often individuals who only work part-time at the program when school-age children are present. As a result, a school-age endorsement has been developed to support school-age professionals in obtaining the targeted professional development and classroom experience needed to meet the SUTQ education requirements and to best meet the needs of school-age children.

Teachers and administrators in all programs regulated by the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) can apply for the endorsement.

### **Overview of the School-Age Professional Endorsement:**

The School-Age Professional Endorsement is designed for teachers and administrators working in centers and family child care (FCC) programs in which school-age children are enrolled including school-age only programs. There are three levels of endorsements: School-Age Assistant Teacher, School-Age Lead Teacher, and School-Age Administrator. A professional cannot have more than one endorsement at the same time.

Professionals who work with school-age children can use the endorsement as an option to meet SUTQ education requirements for all five star ratings. The endorsement requires experience in a regulated ODJFS/ODE program and Ohio Approved prescribed coursework specific to working with school-age children. Each school-age endorsement also requires a high school diploma or an Ohio High School Equivalence Diploma (formally GED).

All requirements for the endorsement will be incorporated under “Staff Education” in the appendices to rule 5101:2-17-01 of the Ohio Administrative Code (OAC) for lead and assistant teachers, administrators, and FCC owners. Each school-age endorsement is an option for one- to five-star rated programs. However, extra points cannot be attained by administrators for four- to five-star ratings. The

Administrators will also need to meet the licensing administrator qualifications pursuant to rule 5101:2-12-07, 5101:2-13-07 or 3301-32-02 of OAC.

**(Please see attached Table.)**

**Components of the School-Age Professional Endorsement:**

The Endorsement’s school-age professional levels build on each other. The levels are calculated on hours not points and include a combination of Ohio Approved prescribed courses, Ohio Approved professional selected courses, and hours of experience.

<b>COURSE TITLES FOR OHIO APPROVED PRESCRIBED SCHOOL-AGE COURSEWORK</b>			
	<b>Assistant Teacher</b>	<b>Lead Teacher</b>	<b>Administrator</b>
The Art of Programming and Activity Planning (3 hours)	<b>X</b>	<b>X</b>	<b>X</b>
Managing Behaviors Using Knowledge of Child Development and Guidance and Discipline Strategies in School-age Programs (2 hours)	<b>X</b>	<b>X</b>	<b>X</b>
Managing Environmental Influences on Behavior in School-age Programs (2 hours)	<b>X</b>	<b>X</b>	<b>X</b>
Creating Meaningful Child Interactions and Engaging Families in School-age Programs (3 hours)	<b>X</b>	<b>X</b>	<b>X</b>
The Role of the School-age Professional in Applying Social and Emotional Learning Strategies in School-age Programs (2.5 hours)		<b>X</b>	<b>X</b>
Managing Societal Influences on Social Emotional Development in School-age Programs (2.5 Hours)		<b>X</b>	<b>X</b>
Creating Leaders and Managing Staff for School-Age Program Administrators (2 hours)			<b>X</b>
Developing Productive Relationships with Families, Schools, and Communities by School-Age Program Administrators (3 hours)			<b>X</b>
<b>School-Age Endorsement Renewal Course (2 hours)</b>	<b>X</b>	<b>X</b>	<b>X</b>

<b>OHIO APPROVED COURSES (SELECTED BY PROFESSIONAL)</b>		
<b>Type of Endorsement</b>	<b>Required Hours for Initial Endorsement</b>	<b>Required Hours for Endorsement Renewal</b>
School-Age Assistant Teacher	None	3
School-Age Lead Teacher	5	3
School-Age Administrator	5	3

<b>REQUIRED EXPERIENCE IN REGULATED ODJFS/ODE PROGRAM</b>		
<b>Type of Endorsement</b>	<b>Required Hours for Initial Endorsement</b>	<b>Additional Hours for Endorsement Renewal</b>
School-Age Assistant Teacher	200	200
School-Age Lead Teacher	600	400
School-Age Administrator	1400	800

Lead or Assistant Teachers can use experience from any age group. However, 800 hours of Administrator’s experience must be specifically in a program serving school-age children.

The school-age prescribed coursework counts toward the Professional Development Certificate in the biennium in which the courses are completed.

The endorsement is valid for two years from the award date.

**Implementation Plan:** The new School-Age Endorsement will become effective on August 1, 2018. The Ohio Approved online training modules to support the endorsements will be available to professionals after August 1, 2018. All new and current administrators and child care staff can use the endorsement to meet the Staff Education requirements found in the appendices to rule 5101:2-17-01 of the OAC.

If you have any questions, please contact the Ohio Child Care Resource and Referral Association (OCCRRA) at 614-396-5959 or Toll Free 1-877-547-6978, option 1 or [support@occrra.org](mailto:support@occrra.org).