

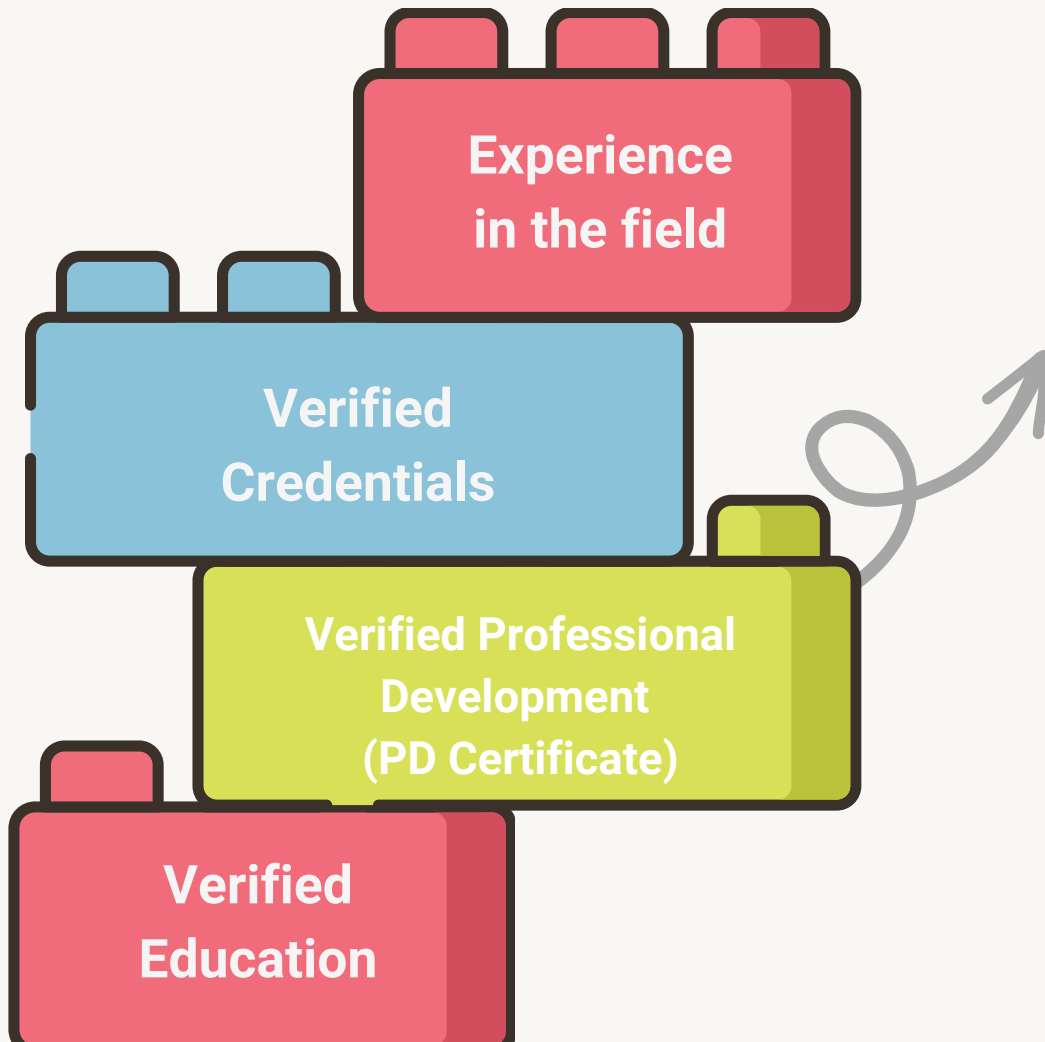
CAREER PATHWAY LEVEL

The CPL is a career ladder that assigns points to professionals based on certain items in the OPR.

The more points you have, the higher the CPL.

View the full CPL model here:

<https://bit.ly/CPLmodel>



PD CERTIFICATE

One component of the CPL is the Professional Development Certificate (PD Certificate).

01

Who needs a PD Certificate?

- Must be in a qualifying role (**Admin on the license, Lead Teacher, Assistant Teacher**)
- Must be working at a STAR rated program

02

How many hours do I need?

The required hours you need for the PD Certificate will vary depending on when you were hired or when the program became STAR rated. This number is prorated based on your hire date and/or the date of the program's star rating. Use the PD Certificate Proration flowchart to determine the hours you are required to complete.

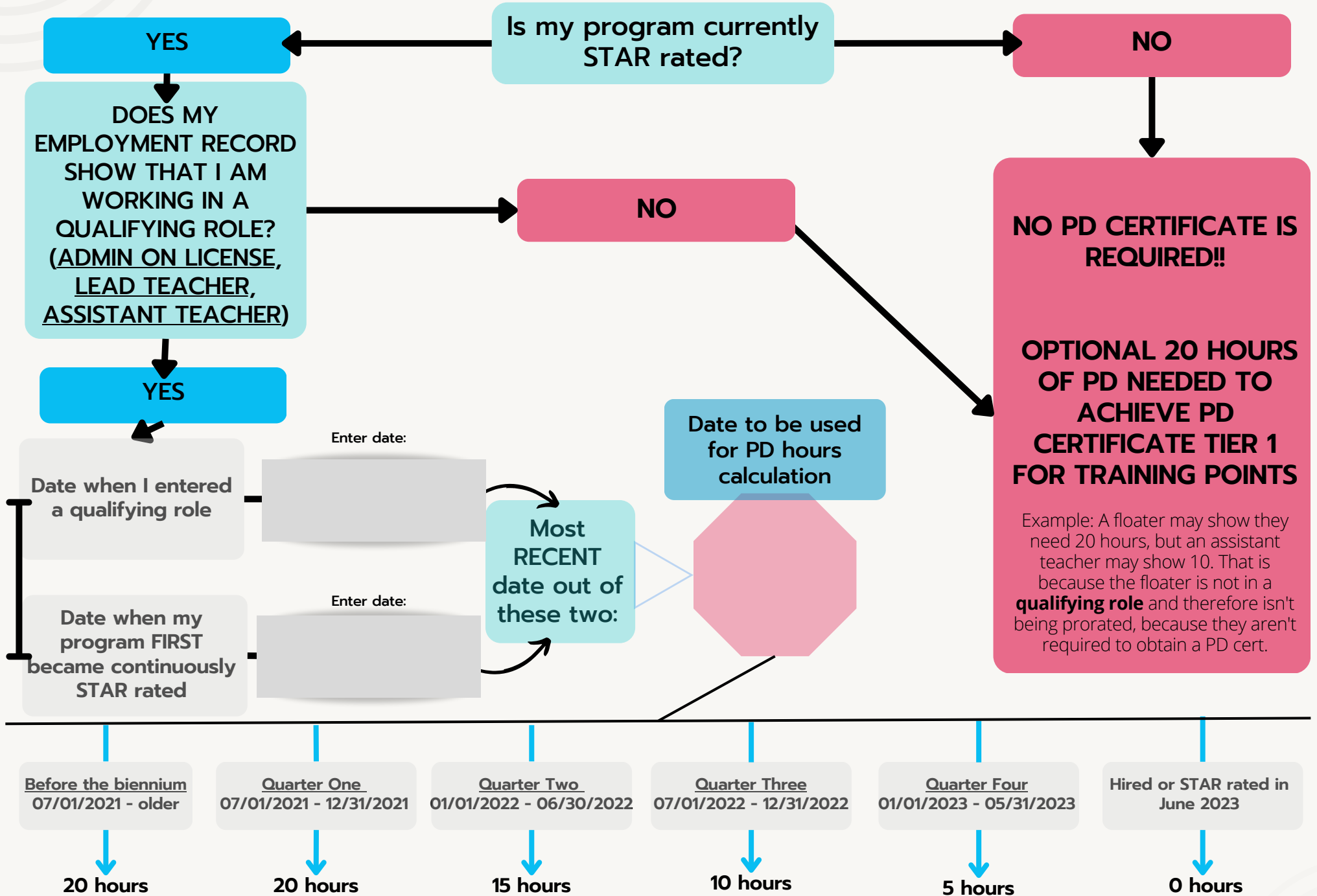
03

How do I achieve a PD Certificate?

There are three (3) components to the PD Certificate:

1. Complete Ohio's Approach to Quality
2. Complete Ohio's Overview of Child Development
3. Complete the required number of Ohio Approved (OA) PD hours. This number could be prorated depending on your hire date and/or program star rating date. Use the PD Certificate Proration flowchart to determine the hours you are required to complete.

Professional Development (PD) Certificate Proration



Required documents for verification



Basic Education

- High School Diploma (OR)
- High School Transcript (OR)
- Letter on letterhead from school
- **Each of the above needs to have the following to be verified:**
 - Issued from the high school/ school district
 - Professional's name
 - Graduation date (at least the month and year)
 - School name
 - Issuing city/county/school district AND state
 - Diploma only: signatures from school officials
 - Transcripts only: either a seal or school official signature (with title & date)
 - Letter only: school official signature (with title & date)
- Verifiable college transcript with high school name and graduation date (month & year)
- Ohio Home schooling diploma with letter of excusal from superintendent
- High School Equivalency diploma and/or transcript issued by a State Department of Education



Higher Education

- All pages of an **official transcript** with visible registrar's signature issued by an accredited college or university documenting all course work completed that did or did not lead to the achievement of a degree.
- **Official transcript must include:**
 - Visible registrar signature
 - Include all pages of the transcript
 - School seal, logo or features of security paper
 - Issued by an accredited college or university
 - Confer date (graduation date)
 - Major or program of study
 - Degree type achieved



Credentials

- A copy of the credential certificate, with issuing entity identified uploaded
- Licenses issued by a state agency must be issued from an agency within Ohio
- Child Development Associate (CDA): **A verified a High School/High School Equivalent must be verified in the OPR for the CDA to be reviewed.**
 - Temporary CDAs will not be verified.



Professional Development

- For verification of licensing Professional Development hours (Non-OA):
 - JFS 01307- Professional Development Documentation for Child Care
 - ODE in-service training form
- For verification of Health and Safety trainings:
 - JFS 01276 Health Training Documentation for Child Care
 - ODE in-service training form
 - First Aid/CPR card or certificate
- For conversion to Ohio Approval credit:
 - IACET Continuing Education Units (CEUs) certificate
 - College issued CEUs on official accredited college transcript