PD Certificate (PD Cert) for SUTQ Requirements Guidance

This resource document offers guidance for professionals on the SUTQ professional development requirements. It explains how to view the SUTQ PD Certificate in your OPR profile to determine the number of hours required for your role, as well as the number of hours completed.

1. **SUTQ Professional Development Requirements**
2. **View your SUTQ Professional Development Certificate (PD Cert) (click** here **to go to guidance)**

1. **SUTQ Rated Programs Professional Development Requirements - (the biennium ends June 30, 2025)**

Professional Development Requirements for SUTQ rated programs are to be completed by June 30, 2025.

The professional development standards for Step Up To Quality (SUTQ) were revised effective July 1, 2024. Currently rated programs are not assessed on new rules until after July 1, 2025-giving a transition year to implement (click this link to review the DCY transmittal letter for this rule: **DCY CCMPL 167**).

For this year of transition to the new SUTQ standards, beginning July 1, 2024, and ending June 30, 2025, individuals have two options for meeting their PD/training requirement:

Option 1: Complete the PD Certificate during the current biennium (July 1, 2023- June 30, 2025).

- Completing *Ohio's Approach to Quality* and *Ohio's Overview of Child Development* courses are part of the PD Certificate requirements.

- The PD Certificate is required for those professionals who meet CPL 3 with an unrelated degree with a Tier 1 PD Certificate = 20 OA hours.

OR

Option 2: Complete 10 hours of Ohio Approved training during the current fiscal year (July 1, 2024-June 30, 2025).
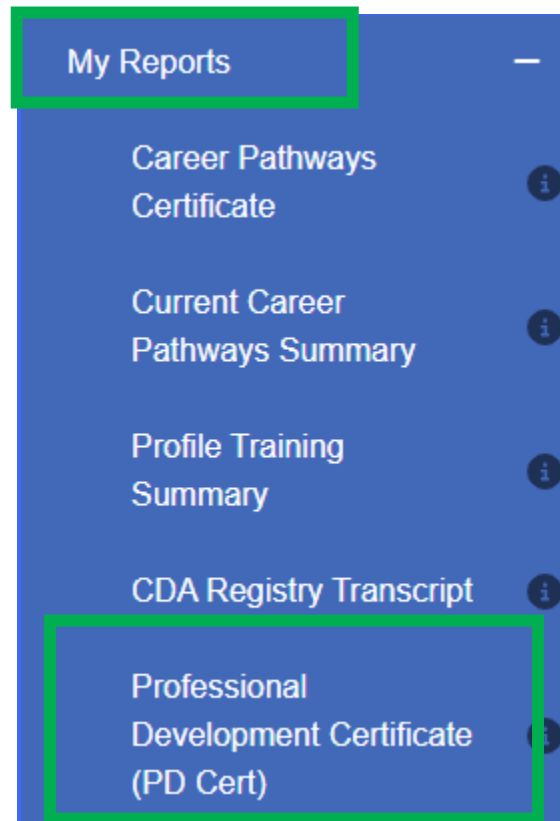
Professionals may view their SUTQ PD Certificate in the "My Reports" tab in their OPR profile to determine if they have met the requirement. The top of the report displays Option 1 (Biennium) and Option 2 (Fiscal Year).

- **If one or both options are marked "complete," the requirement is met.**
- **If both options are marked "in process," the professional must complete one of the options by June 30, 2025.**

NOTE: Professionals who need the PD Certificate for their CPL 3 with an unrelated degree should choose Option 1.

2. **View the SUTQ Professional Development Report in your OPR Profile**

1. Sign in to your OPR profile.
2. From the menu panel on the left, select "My Reports."
3. Select "Professional Development Certificate (PD Cert)."

This report lists Ohio Approved completed training and is relevant for professionals who work in programs participating in Step Up To Quality, specifically for those in qualifying roles (Administrator, Lead Teacher, or Assistant Teacher) who must complete PD based on their role. For professionals who are not in a qualifying role, the hours default to 20 as the system will only calculate required hours for qualifying roles.

(continued on next page)

Each section of the report is defined below:

1. <u>Option 1 Biennium</u>– Completed PD in the biennium (July 1, 2023-June 30, 2025).
    - PD Certificate:
        - "In Process" indicates that the biennium PD has not been completed.
        - "Complete" indicates that the biennium PD is completed, and no further action is required.
    - OA Hours: Hours completed of the hours required.
    - Required Online Trainings:
        - "Yes/Exempt" = Completed.
        - "No" = Not completed.
        - NOTE: For the biennium PD Certification, both trainings must be "YES" or "Exempt."

2. <u>Option 2 Fiscal Year</u> – Completed PD between July 1, 2024-June 30, 2025
    - Fiscal Year:
        - "In Process" indicates that PD has not been completed.
        - "Complete" indicates that PD has been completed.
    - OA Hours: Hours completed of the required hours

3. List of Ohio Approved hours completed in the current fiscal year (July 1, 2024-June 30, 2025) only.

4. List of Ohio Approved hours completed in the current biennium (July 1, 2023-June 30, 2025).

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Step Up To Quality PD

This report lists Ohio Approved completed training for professionals who work in programs participating
in Step Up To Quality, specifically for those in qualifying roles (Administrator, Lead Teacher, or Assistant Teacher)

(1108-1527) TEST, MARY BETH

Step Up To Quality PD Requirements Options (07/01/2023 - 06/30/2025)		
① Option 1 *(Complete PD Certificate 07/01/2023 - 06/30/2025)* **PD Certificate:** In Process **OA Hours:** 8.00 of 20 **Required Online Trainings:** Ohio's Approach to Quality — Yes — 2 hrs Ohio's Overview of Child Development — Exempt — 0 hrs	OR	**② Option 2** *(Fiscal Year 07/01/2024 - 06/30/2025)* **Fiscal Year:** In Process **OA Hours:** 8.00 of 10 If you have a status of "in progress" and have not completed the PD Certificate (Option 1), you can complete 10 OA hours in the current fiscal year by 06/30/2025 to meet compliance for SUTQ Professional Development.

Note: Professionals who need the PD Certificate for their CPL 3 with an unrelated degree, should choose Option 1.

③ Step Up To Quality PD For Fiscal Year 25 (07/01/2024 - 06/30/2025)

Training Title	Trainer Name	Date	Hours
Principles of Service Coordination Module 1: Introduction to Early Intervention Services (EI-021)	Tiffany Madden	2024-07-11	6
Test-Creating a Predictable Environment	Kimberly Shibley	2024-07-06	2

Note: Only OA approved trainings appear on this report.   **Total Hours Completed:** 8.00 of 10

④ Step Up To Quality PD For Biennium Timeframe (07/01/2023 - 06/30/2025)

Training Title	Trainer Name	Date	Hours	CEUs
Principles of Service Coordination Module 1: Introduction to Early Intervention Services (EI-021)	Tiffany Madden	2024-07-11	6	
Test-Creating a Predictable Environment	Kimberly Shibley	2024-07-06	2	

Note: Only OA approved trainings appear on this report.   **Total Hours:** 8.00

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Contact support@occrra.org