

April 7, 2025

Dear Training Organization,

We wanted to share some important updates regarding Ohio Approved (OA) training and the newly revised Step Up To Quality program standards. The professional development standards for Step Up To Quality (SUTQ) were revised on July 1, 2024. The revisions include a new requirement that early care and education professionals participating in SUTQ complete Ohio Approved (OA) training in specific training topic areas starting July 1, 2025. The revised professional development standards include several significant changes:

- All administrators, assistant teachers, lead teachers, and family child care providers of bronze, silver, and gold rated programs are required to complete 10 hours of OA training each year. This is a change from the previous requirement that individuals complete 20 hours of OA training each biennium.
- The annual 10 hours of OA training must include training in two of the following eight training topic areas. Each topic area must include at least one hour of training content. Approved college coursework in a related field can be used to meet the training requirement.
 - Behavior/Classroom Management
 - Critical Conversations
 - Curriculum and Assessment
 - Developmental Milestones
 - Family Engagement
 - Inclusion
 - Science of Reading
 - Trauma

The Ohio Professional Registry (OPR) has created functionality that will allow OA training to be designated as meeting one or more of the topic areas. Current OA training will need to be resubmitted, using the cloning feature described in the accompanying PD Topic User Guide to receive the topic area designation. The PD Topic User Guide provides step-by-step instructions for how to designate PD topics, the cloning process, as well as for training that may be submitted for OA approval going forward. The PD Topic document offers definitions of the eight topic areas and provides information on the content that will be accepted for designation.

A few things to keep in mind:

- **This only applies to OA training.** If training is not OA, it is not eligible to include a topic area designation. Please note, not all OA approved training will be aligned to one of the eight PD topic areas. A training can be OA approved but not have an assigned SUTQ PD Topic.
- **Do not clone OA asynchronous training hosted in an LMS that uses an API for attendance verification.** If you have an OA approved training that is hosted in an LMS, please reach out directly to OCCRRA at support@occrra.org.
- The topic area designation will be assigned based on the learner objectives of the training. Each learner objective must be at least 60 minutes long to receive the topic area designation. If you have a current OA training that has two learning objectives, each 30 minutes long on the same topic area, you will need to adjust the learning objectives to be at least 60 minutes long and submit the training as a **new** training for approval.
- A training can be designated with multiple topic areas, as long as each topic area is aligned to a learning objective that is a minimum of 60 minutes. Example: a two-hour OA training with the first hour covering curriculum and assessment and the second hour covering how to use the selected curriculum to support children with developmental disabilities. The training could be designated as including both the curriculum and assessment and inclusion topic areas.
- At this time, only Science of Reading OA training offered through the Ohio Department of Education and Workforce (ODEW) is being designated as meeting the Science of Reading topic area. We will be working with the ODEW literacy team to develop review criteria for training submitted for OA approval on this topic area soon.

Sincerely,

Janene R. Kehl

Janene Kehl, Professional Development Bureau Chief
Ohio Department of Children and Youth