

Career Pathway Level (CPL) Changes FAQ

August 2018

Question	Answer
<p>1. When will the new CPL model be implemented?</p>	<p>The updated CPL model is effective July 1, 2018 for all early childhood professionals.</p>
<p>2. Are CPL points updated on-going or every biennium?</p>	<p>A professional's CPL is updated on an on-going basis as early childhood professionals complete new training hours, earn or renew credentials, increase years of experience, or complete additional education. The Ohio Professional Registry (OPR) will calculate new point totals and levels as information is entered and verified by OPR staff.</p> <p>In some instances, the professional may need to upload their transcript into their profile to be reviewed to see if the professional should receive an exemption from completing the "Ohio's Overview of Child Development" course or if college coursework should be verified for PD Certificate points. Transcripts are to be uploaded into the "No Degree- Child Development Exemption" or the "No degree- College coursework for PD Certificate" categories.</p> <p>Professionals who submitted their transcripts prior to the start of this biennium and feel that they have completed child development coursework in the past six years which would exempt them from the requirement to complete "Ohio's Overview of Child Development" or who feel that they have completed coursework in the past biennium for which they did not receive CPL points, should contact the OPR for more information on how to have their transcripts reviewed.</p>

<p>3. How will my CPL be assessed during a SUTQ desk review/visit or licensing inspection?</p>	<p>Specialists will always use the CPL that benefits the professional for assessment purposes. At the end of a biennium, which ends on June 30th of odd years, a professional’s CPL will be awarded and locked for that biennium. Beginning the next day, on July 1st of odd years, as additional education and training documents are submitted and verified, the new CPL will be calculated for the new, current biennium. During SUTQ desk reviews, verification visits or licensing inspections, the specialist will review both the previous biennium CPL and where the individual is with their CPL in the current biennium period, the higher of the two CPLs will then be used.</p> <p><u>Transition year example:</u> For the transition year, the professional’s CPL will be assessed and locked at the CPL earned as of June 30, 2018, using the old CPL calculation. On July 1, 2018, professionals will begin the process to maintain their current CPL or work toward a higher CPL for the second year of the biennium (July 1, 2018-June 30, 2019.). This second year, the CPL will be calculated using the new CPL calculation formula. During desk reviews, verification visits or licensing inspections the specialist will use whichever CPL is higher.</p> <p><u>Biennium example:</u> On June 30, 2019, the professional in this example’s CPL is awarded and locked at a CPL 3. Their CPL for the new, current biennium is a 2 because they have not yet earned their Professional Development (PD) Certificate for this current biennium. The specialist will use the CPL 3 from the previous biennium, which is the higher of the two CPLs, to complete their review/visit/inspection.</p>
<p>4. Family Child Care (FCC) Step Up To Quality (SUTQ) standards (located in rule 5101:2-17-01) for FCC owner and lead teacher education levels require a specific CPL level plus additional CPL points. Will the current FCC standards adjust for the new CPL?</p>	<p>Yes. Until the rule is amended, the standard will be assessed using only the level listed within rule, disregarding the minimum points.</p> <p>For example, the 3-Star requirement for all FCC program owners is a CPL 2 with a minimum of 125 points. Beginning July 1, 2018 this will be assessed requiring only a CPL 2.</p>
<p>5. Ohio Approved (OA) instructor requirements specify a required CPL for each instructor level. How will the new CPL affect an OA instructor?</p>	<p>The CPL will not impact OA instructors in any way, as the CPL requirement was removed as of October 1, 2017. The changes removed the CPL from the OA instructor requirements as well as provided an associate’s degree as an option to become an OA instructor at a Level One. For additional information, view the changes here.</p>

<p>6. I do not work in a Step Up To Quality program, yet I have used the CPL 3 as a way to meet the licensing administrator qualifications. Can I still utilize the CPL to meet this requirement if I do not achieve a Professional Development (PD) Certificate?</p>	<p>Administrators may use their current or previous CPL, whichever is higher, to meet the licensing qualifications to be an administrator. However, the CPL must be maintained each biennium for the administrator to remain qualified.</p> <p>If the person named as administrator has an unrelated degree, they must achieve the PD Certificate to achieve a CPL3 or higher. If they do not achieve the PD Certificate and have an unrelated degree, the individual will need to meet the administrator qualifications in another way, as outlined in Ohio Administrative Code rules 5101:2-12-07 and 5101:2-13-07.</p>
<p>7. I have recently been hired into a SUTQ program and I am required to obtain less than 20 hours of professional development for the PD Certificate. How will this impact my CPL and point calculation?</p>	<p>Professionals who have never worked at a SUTQ program and begin employment during the biennium must meet the training requirements for the quarter in which they are hired. See the “Professional Development Training Schedule” on the next page.</p> <p>Example: If a professional is hired in the 3rd quarter and obtains the PD hours indicated on the training schedule for the PD Certificate, their CPL will reflect that they acquired a Tier 1, 2 or 3 PD Certificate and the points will be added to their CPL point calculation. Points are not prorated; the full number of points will be awarded to the professional.</p>

Professional Development Training Schedule

PD CERTIFICATION PERIOD	Year One		Year Two	
	Quarter One	Quarter Two	Quarter Three	Quarter Four
	<i>July 1st through December 31st of the first year</i>	<i>January 1st through June 30th of the first year</i>	<i>July 1st through December 31st of the second year</i>	<i>January 1st through June 30th of the second year</i>
Required for All	Staff employed within quarter one are required to complete the full 20 PD hours at the completion of year two	Staff employed within quarter two are required to complete 15 of 20 PD hours at the completion of year two	Staff employed within quarter three are required to complete 10 of 20 PD hours at the completion of year two	Staff employed within quarter four are required to complete 5 of 20 PD hours at the completion of year two*
Staff Counting Toward 25 Plus Hours	Staff employed within quarter one are required to complete the full 25 PD hours at the completion of year two	Staff employed within quarter two are required to complete 20 of 25 PD hours at the completion of year two	Staff employed within quarter two are required to complete 15 of 25 PD hours at the completion of year two	Staff employed within quarter two are required to complete 10 of 25 PD hours at the completion of year two
Staff Counting Toward 30 Plus Hours	Staff employed within quarter two are required to complete the full 30 PD hours at the completion of year two	Staff employed within quarter two are required to complete 25 of 30 PD hours at the completion of year two	Staff employed within quarter two are required to complete 20 of 30 PD hours at the completion of year two	Staff employed within quarter two are required to complete 15 of 30 PD hours at the completion of year two

**Exceptions: Professionals employed within the month of June- Quarter Four, are only required to complete their required classes within 30 days. They will begin the 20 PD hours as of July 1, Quarter One of the next biennium.*

<p>8. I now work at a different program. Does my CPL transfer with me?</p>	<p>Yes. The CPL remains the same and moves with the professional from one program to another.</p>
<p>9. I am currently enrolled in college. Will the courses I've taken or the courses I am currently taking be included in my CPL?</p>	<p>One way points can be earned toward a CPL is by completing the PD Certificate requirements. ECE/related college coursework that is <u>completed</u> during the biennium (July 1 to June 30 of odd years) from an accredited university is applied toward meeting the PD Certificate training requirements. The ECE/related coursework is converted to clock hours and then applied to the requirements for a PD Certificate (Tier 1=20 hours, Tier 2=25 hours and Tier 3=30 hours, or if beginning SUTQ employment during the biennium the hours indicated on the Professional Development Training Schedule on the previous page.) Any hours above the PD hours required for a Tier 3 PD certificate are then converted to CPL points; one hour = .5 points.</p> <p>The professional would need to upload the appropriate documents to their OPR profile. (Documents will be verified within 30 business days in the order they were received.) One quarter hour = 10 OA PD hours; one semester hour = 15 OA PD hours. Hours submitted beyond a Tier 3 PD certificate will be counted for additional points toward the CPL; one hour = .5 points.</p> <p>Note: the professional must have completed the two courses “Ohio's Approach to Quality” and “Ohio's Overview of Child Development”, or received an exemption for “Ohio’s Overview of Child Development,” prior to receiving points for the PD Certificate.</p> <p><u>Example:</u> A professional takes a 3 hour ECE course for one semester. 3 hours x 15 weeks of the course =45 OA PD hours. The first 30 hours are applied to meeting the OA training requirements for a Tier 3 PD Certificate (which in this example is 30 hours.) The remaining hours (15) are converted to CPL points (1 hour = .5 CPL points, so 7.5 points.) The professional would receive credit for a Tier 3 PD Certificate (10 CPL points) and 7.5 CPL points for the additional hours of training, for a total of 17.5 CPL points.</p> <p>After the PD Certificate biennium ends, ECE/related college coursework for that biennium will remain with the that PD Certificate and will not transfer to the new biennium PD Certificate. If another ECE/related college course is taken and submitted to the OPR within the new biennium, it will count toward the PD Certificate for that new biennium.</p>

<p>10. How do I upload my official transcript to receive credits for a college course taken within the biennium?</p>	<p>Professionals will need to scan and PDF the appropriate documents and upload them into their profile. Details on this process can be found on the OPR website (https://ocrra.org/our-resources-page/, under the “Ohio Professional Registry” tab at the top of the page and then clicking on “OPR User Guides” on the side tab.)</p> <p>One semester hour of ECE/related college coursework is equivalent to 15 OA PD hours, and one quarter hour of ECE/related college coursework is equivalent to 10 OA PD hours. ECE/related college coursework will only be verified using a copy of an official transcript uploaded into the OPR as a PDF in the individual’s profile. .</p>
<p>11. Who is reviewing college transcript information and determining CPL levels? Who do we contact with questions?</p>	<p>The OPR calculates CPL levels based upon a complete profile which includes verified education, training and credentials. OPR staff review and determine CPL coursework and levels. If a professional believes that they should be placed at a different level than the one assigned in the OPR or that they meet the requirements of any credential or certificate listed in the Career Pathway Model, the professional may submit additional education, training, credentials or documentation to support their request to the OPR for review. Any requests for a review or an appeal are submitted to appeals@ocrra.org.</p>
<p>12. Are Continuing Education Unit’s (CEU)’s still counted toward CPL levels? How are they converted?</p>	<p>Yes. Earned CEU’s which have been verified in the professional’s OPR profile are applied to the PD Certificate and are calculated into a professional’s CPL level as OA training. 1 CEU = 10 OA PD hours</p>
<p>13. I do not have a high school diploma or equivalent verified in my registry profile, but I am considering starting to work on a Child Development Associate (CDA) credential. Will I receive points for my CDA Credential in the CPL?</p>	<p>No. Current CDA standards require that a professional must have earned a HS diploma, GED or equivalent before they can be awarded a CDA credential. To receive points for a CDA the professional is required to have a high school diploma or equivalent verified in their OPR profile.</p>

<p>14. I have earned a CDA credential. How many points will I receive toward my CPL for the CDA?</p>	<p>A current CDA that is verified in a professional’s OPR profile will result in a total of 35 points. The OPR will reflect the points broken down as 10 points for a HS diploma and 25 points for a current CDA.</p> <p>This is similar to what will be shown for high school graduates who have earned a Career Technical Education certificate and had it verified in the profile. Their CPL will show that they were awarded 10 points for having obtained a HS diploma and 5 points for completing the Career Tech Ed. Certificate, for a total of 15 points.</p> <p>Point values for education, credentials, training and experience can be found in the Career Pathways Level Model document which is available at: http://earlychildhoodohio.org/sutq/pdf/CPLModelJuly2018.pdf</p>
<p>15. I have yet to see any information on mentoring. When will this be included?</p>	<p>The mentoring process is still under development by the Ohio Department of Education and the Ohio Department of Job and Family Services. At this time, it is not included within the CPL calculation.</p>
<p>16. I have taken 7 hours of OA training, but I have not yet completed my two required trainings (Ohio’s Approach to Quality-2 hrs and Ohio’s Overview of Child Development-3 hrs). Why does my summary indicate that I have no CPL points earned yet for my PD Certificate?</p>	<p>CPL points are not awarded for the PD Certificate until all the certificate requirements have been met. This means that both required classes have been completed and the professional has completed at least the number of OA PD hours required for a Tier 1 PD Certificate.</p> <p>Once the professional begins to accumulate OA PD hours, the Career Pathways Registry Profile Summary will reflect the number of hours that have been completed. The professional’s PD Certificate will indicate that the certificate is “In Progress” and will list the names of the courses that have been completed, as well as the hours verified for each class.</p> <p>Below you will find several examples of classes taken and what hours vs points would be reflected in the OPR for each. Please note, in each of these examples the professional has been employed since the start of the current biennium and is thus required to complete 20 hours of OA PD.</p>
<p><u>Example A:</u> The professional has completed the two required courses (2hrs + 3hrs = 5hrs) and 15 hours of OA PD has been verified. Their summary would indicate that 20 of 20 hours have been completed. The “Tier” column would indicate that a Tier One PD Certificate had been completed and that they received 5 Verified Points toward their CPL.</p> <p><u>Example B:</u> The professional has completed the two required courses and 10 hours of OA PD has been verified. Their summary would indicate that 15 of 20 hours have been completed. The “Tier” column would be blank (as the PD Certificate has not yet been completed) and the “Verified Points” column would be blank.</p> <p><u>Example C:</u> The professional has NOT completed the two required courses but 22 hours of OA PD have</p>	

been verified. Their summary would reflect that 22 of 20 hours have been completed, however, the “Tier” column would be blank (as the PD Certificate requirements have not all been met) and the “Verified Points” column would be blank. All the requirements for the PD Certificate must be met before the certificate can be verified.

Example D: The professional has completed the two required courses and 34 additional hours of OA PD has been verified (for a total of 39 hours of OA PD.) Their summary would reflect that 39 of 20 hours have been completed. The “Tier” column would indicate that a Tier 3 certificate has been verified and the “Verified Points” column in the Training Information section would indicate 14.5 points towards their CPL. (10 points for the Tier 3 certificate and .5 points for every hour of verified OA PD over and above the 30 hours required for a Tier 3 certificate. $9 \text{ OA PD hours} \times .5 \text{ points} = 4.5 \text{ points}$)