



What does it mean to be a Step Up To Quality Approved Instructor?

Research confirms that formal education and high quality on-going professional development are linked to positive outcomes for children. As a result, Ohio has included specialized training as one of the five benchmarks that programs must meet in order to achieve a star rating. To assure high quality training opportunities for staff who are in programs participating in Step Up To Quality, all instructors and trainings must be approved by ODJFS before they can be counted toward meeting the specialized training benchmark.

The Step Up To Quality approval process involves a review of both instructor qualifications and the content of each workshop. Approval of a workshop does not mean that all workshops offered by the instructor will be approved. For each workshop the instructor would like to have approved a content plan must be submitted.

What are the requirements for being an approved Step Up To Quality Instructor?

- Must have a Bachelor's degree in Education; Human Development and Family Studies; Human Ecology; or in a field related to the content area of the training
- Must meet ODJFS in-service trainer requirements (Rule 5101:2-12-28 OAC) <http://jfs.ohio.gov/cdc/docs/Rulerevisioncenters1.pdf>
- Must have a minimum of five years experience in Early Care and Education field
- Must have a minimum of two years experience working with adult learners
- Must have a minimum of one year experience working directly with children
- Must have content area expertise
- Must be registered on the Ohio Professional Development Network - www.ohpdnetwork.org.

How do I apply to be a Step Up To Quality Approved Instructor?

Applications must be submitted through an online application process which can be found in the Professional Registry on the Ohio Professional Development Network website (www.ohpdnetwork.org) under the Instructor tab. Detailed instructions on how to complete this process can be found on the [Specialized Training and Instructor Application Procedures](#) document.

After your application is reviewed, you will be notified within 30 days if your application has been approved. You will receive an email indicating either that your application has been approved or disapproved. If your application is approved, your name and contact information, along with the title of the approved training will be posted on the Step Up To Quality website. Sometime in the summer of 2009 approved trainings will be posted on the Registry. Individuals looking for approved trainings will then be able to search for trainings based on content area and/or name of trainer.

Important to Note:

Now that the instructor section of the Registry is complete, it is required that individuals submit applications through the Registry. The non-online application that has been used by ODJFS for the past two years will continue to be accepted until April 30, 2009. After April 30, 2009, all Step Up To Quality applications must be submitted through the Registry.

Any applications which have already been approved will continue to be accepted for specialized training. However, if an instructor would like the training and their contact information listed on the Registry they will need to complete the application process through the Registry. On the content plan, they should indicate that the training has already been approved for Step Up To Quality.

Are there any trainings that will not be accepted for Step Up To Quality?

Trainings which are delivered through electronic media are not accepted for Step Up To Quality.

The following training topics are not accepted as specialized training:

- Basic health and safety (first aid, communicable disease, playground safety, administration of medication, etc.)
- Overviews or updates of programs or initiatives (Step Up 101, ELI Requirements, ODJFS Transportation Curriculum, etc.)
- General requirements of center specific policies/procedures (Orientation training, Q/A process for center, supervision and safety policies for center, etc.)

Note: If you have questions regarding whether a specific content area would be approved, please email your question to: janene.kehl@jfs.ohio.gov.

What do I need to submit if I am an ODE approved instructor?

The online application process is currently being used by ODJFS for Step Up To Quality, ODE for Approved PD, and ODH for Help Me Grow. In time, MRDD, ODMH and other state departments will use this common application for each of their agency's PD approval process. Each state agency using the common application for approved PD will have its own list of requirements for applications, but all collaborating agencies will have the same set of questions within the common application. That one application will be accessible for review by designated personnel in both state agencies, and each agency will decide if the application fulfills the agency's requirements for approval.

Once an application has been either approved or disapproved by one of the agencies, all of the other agencies can view the application status. If an application is approved by ODE for PD, it will be reviewed for content area. If the content area is accepted for Step Up To Quality specialized training, it will then also automatically be approved for Step Up To Quality.

What if I want to have a one-time only conference session or special training approved?

If you are interested in having conference trainings or special one-time only workshops approved, you must apply for approval a minimum of four weeks in advance. The procedures are as follows:

1. The sponsoring agency or organization should complete the [Conference/Special Request Approval Form](#) and the [Conference Approval Training Matrix](#).
2. The sponsoring agency or organization must submit a copy of the conference booklet/program/brochure which includes a description of each of the trainings and information on the instructor's background.
 - Instructors must meet ODJFS In-Service Trainer Requirements (Rule 5101:2-12-28 OAC) <http://ifs.ohio.gov/cdc/docs/Rulerevisioncenters1.pdf>
 - Each instructor must have a minimum of a Bachelors Degree in: Education; Human Development & Family Studies; Human Ecology; or field directly related to training topic.

The Conference/Special Request Approval form, the Conference Approval Training Matrix, and the conference booklet/program/brochure should be submitted to:

Janene Kehl
Bureau of Child Care and Development
P.O. Box 182709
Columbus, Ohio 43218-2709

3. The information will be reviewed and the sponsoring agency or organization will be notified of the Step Up To Quality approved trainings.

Who do I contact if I have questions?

Janene Kehl, Program Developer
janene.kehl@ifs.ohio.gov
614-752-0433