

**Ohio Department of Job and Family Services (ODJFS)
Bureau of Child Care Policy and Technical Assistance
Ohio’s School-Age Professional Endorsement
Frequently Asked Questions
October 2018**

Question	Answer
<p>1. What is the timeframe to complete the prescribed coursework for the initial endorsement? Does this timeframe change when moving up in endorsement level?</p>	<p>The prescribed coursework must be completed within the previous six years for any initial endorsement. This time frame does not change as a professional improves their endorsement level.</p>
<p>2. Can Ohio Approved coursework that I completed in the past be used to meet the requirement for “professional selected Ohio Approved coursework”?</p>	<p>Yes. The professional-selected coursework must have been completed within the previous two years or completed after the date of the most recently issued endorsement or up to two years in the past if additional endorsements were earned within the past two years.</p>
<p>3. Does the experience have to fall within a specific time in the past?</p>	<p>No. There is no specific period in the past in which the experience was achieved.</p>
<p>4. Can a professional only have one endorsement at a time?</p>	<p>Yes. The current endorsement level will not be end dated until the next level of endorsement is achieved or until the current endorsement expires, whichever comes first.</p>

<p>5. Is my endorsement level and my role at the child care program required to match?</p>	<p>For the purposes of SUTQ, the professional will be assessed in their current role at the program to see if their endorsement meets the SUTQ requirements for that role. A professional may have a higher endorsement than what is required for their current role at the program and still meet the SUTQ requirement.</p> <p>For example, if a professional has a School-Age Administrator Professional Endorsement, they meet the SUTQ requirement for school-age lead or assistant teacher.</p> <p>If an individual has the School-Age Assistant Teacher Professional Endorsement, they do not meet the SUTQ requirement for a school-age administrator or lead teacher.</p>
<p>6. To meet the requirements of the administrator renewal, are the hours required to be with school-age children?</p>	<p>Yes, the required 800 hours of professional experience must be specifically in a program serving school-age children.</p>
<p>7. If the endorsement expires, how is another endorsement obtained?</p>	<p>If this endorsement expires and has not been renewed, the professional will have to apply for the school-age endorsement and go through the application process starting with application for the School-Age Assistant Teacher Professional Endorsement.</p>
<p>8. At the two-year period expiration, is a professional required to complete a renewal for the same/current level of endorsement?</p>	<p>A professional can renew at the current or level lower than the expiring endorsement. If the professional wishes to obtain a higher endorsement, then they must apply for a higher level.</p>
<p>9. How do I renew my school-age endorsement?</p>	<p>The school-age endorsement may be renewed 60 days prior to the expiration. The renewal option will be available on the application tab in your Ohio Professional Registry profile. It is important to renew the endorsement prior to expiration in order to maintain the endorsement to meet staff qualifications for Step Up To Quality.</p>