

Specialized Training Requirements

Pre-requisite Training

- **Pre-requisite Training** – Programs at all Step Levels are required to have administrators, lead and assistant teachers complete ten hours of pre-requisite training for all job functions. The following are the pre-requisites for each job function:
 - Administrators: Administrator Rules Training (7.5 hours taken after January 1, 2007) plus 2.5 hours of approved specialized training topics
 - Infant/Toddler Staff: Infant/Toddler Guidelines Training (10 hours)
 - Preschool Staff: Early Learning Content Standards Training (10 hours)
 - Schoolage Staff: It's Series Training (10 hours)

On-Going Training

- After pre-requisites are met, 20 hours of specialized training must be completed every two years, based on the employee's hire date.
- Staff must fulfill their 20 hours of training every two years by first taking the pre-requisites. Once the pre-requisites are completed, staff can satisfy their 20 hours of training every two years with any other SUTQ approved specialized training. The training should be outlined in and aligned to the goals of the individual's Professional Development plan.

Clarification Regarding College Coursework

- College coursework must be completed within the current timeframe based on the individual's hire date
- College coursework must be successfully completed (with a grade of C or better or a passing grade from a pass/fail course) from an accredited institution of higher education

College coursework from an accredited institution of higher education can be used in the following ways:

- Individuals enrolled in college pursuing a degree in early childhood or a related field may use general education college coursework to fulfill their training requirement which includes pre-requisites.
 - Pre-requisites will not be assessed until degree is complete
- Individuals completing a college course in Early Childhood or related field may use the college course to meet their training requirement once pre-requisite training has been completed.
- College coursework with content in OELCS may be used to satisfy preschool prerequisites. Program must send course description to SULT for approval.
- Individuals completing a college course as part of a CDA program can use the college course to meet specialized training requirements once pre-requisite training has been completed.

