



Specialized Training Guidance

Verification Visit Type	Benchmark Requirements	Evidence Portfolio
Initial Star Rating		
Each administrator, lead, and assistant teacher employed for at least 6 months on the date the application was submitted:	<ul style="list-style-type: none"> • Must have completed the number of required training hours (5,10, or 15) for the Step (1,2, or 3) of which the program applied. • Staff must fulfill their annual training requirement (5, 10 or 15 hours) by taking the required pre-requisites. Once the pre-requisites are completed, staff can satisfy their annual training requirement with any other SUTQ approved training. 	<ul style="list-style-type: none"> • Documentation of training completed for all administrators, lead and assistant teachers. • Documentation accepted: ODJFS/ODE in-service training forms/certificates, CEU certificates, completed college coursework, transcripts or grade reports of completed coursework
Each administrator, lead, and assistant teacher employed for less than 6 months on the date the application was submitted:	<ul style="list-style-type: none"> • Must have a professional development plan outlining their plan to complete required specialized training hours (5,10, or 15) for the Step (1,2, or 3) of which the program applied. 	<ul style="list-style-type: none"> • Professional development plan <ul style="list-style-type: none"> ○ Completed by 31st calendar date after employee's date of hire ○ Outlines plan to complete specialized training requirements which at a minimum includes the training topics and a timeline for completion.
Each administrator, lead, and assistant hired after the date the application was submitted:	<ul style="list-style-type: none"> • Must have a professional development plan outlining their plan to complete required specialized training hours (5,10, or 15) for the Step (1,2, or 3) of which the program applied. 	<ul style="list-style-type: none"> • Professional development plan <ul style="list-style-type: none"> ○ Completed by 31st calendar date after employee's date of hire ○ Outlines plan to complete specialized training requirements which at a minimum includes the training topics and a timeline for completion.



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Verification Visit Type	Benchmark Requirements	Evidence Portfolio
Star Rating Renewal		
Each administrator, lead, and assistant teacher who has been employed for 30 days or less:	None	None
Each administrator, lead, and assistant teacher who has been employed for 31 days but less than twelve months:	<ul style="list-style-type: none"> • Must have a professional development plan outlining their plan to complete required specialized training hours (5,10, or 15) for the Step (1,2, or 3) of which the program applied. 	<ul style="list-style-type: none"> • Professional development plan <ul style="list-style-type: none"> ◦ Completed by 31st calendar date after employee's date of hire • Outlines plan to complete specialized training requirements which at a minimum includes the training topics and a timeline for completion. • Documentation of any training completed to fulfill the professional development plan
Each administrator, lead, and assistant teacher who has been employed for more than twelve months:	<ul style="list-style-type: none"> • Must have completed the number of required training hours (5,10, or 15) for the Step (1,2, or 3) of which the program has been awarded or has applied for a change of rating, based on each employee's hire date. • Staff must fulfill their annual training requirement (5, 10 or 15 hours) by taking the required pre-requisites. Once the pre-requisites are completed, staff can satisfy their annual training requirement with any other SUTQ approved training. 	<ul style="list-style-type: none"> • Documentation of training completed for all administrators, lead and assistant teachers. • Documentation accepted: ODJFS/ODE in-service training forms/certificates, CEU certificates, completed college coursework, transcripts or grade reports of completed coursework



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Verification Visit Type	Benchmark Requirements	Evidence Portfolio
Star Rating Change		
Each administrator, lead, and assistant teacher who has been employed for 30 days or less:	None	None
Each administrator, lead, and assistant teacher who has been employed for 31 days but less than twelve months:	<ul style="list-style-type: none"> Must have a professional development plan outlining their plan to complete required specialized training hours (5,10, or 15) for the Step (1,2, or 3) of which the program applied. 	<ul style="list-style-type: none"> Professional development plan <ul style="list-style-type: none"> Completed by 31st calendar date after employee's date of hire Outlines plan to complete specialized training requirements which at a minimum includes the training topics and a timeline for completion. Documentation of any training completed to fulfill the professional development plan
Each administrator, lead, and assistant teacher who has been employed for more than twelve months:	<ul style="list-style-type: none"> Must have completed the number of required training hours (5,10, or 15) for the Step (1,2, or 3) of which the program has been awarded or has applied for a change of rating, based on each employee's hire date. Staff must fulfill their annual training requirement (5, 10 or 15 hours) by taking the required pre-requisites. Once the pre-requisites are completed, staff can satisfy their annual training requirement with any other SUTQ approved training. 	<ul style="list-style-type: none"> Documentation of training completed for all administrators, lead and assistant teachers. Documentation accepted: ODJFS/ODE in-service training forms/certificates, CEU certificates, completed college coursework, transcripts or grade reports of completed coursework