



Specialized Training Guidance

| Verification Visit Type | Benchmark Requirements | Evidence Portfolio |
|--|--|---|
| Initial | | |
| 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 10 hours of specialized training. • Staff must fulfill this training requirement by completing the required pre-requisites. If the pre-requisite requirement is completed prior to the individual's current two year hire date period, staff can satisfy their annual training requirement with any other SUTQ approved training that is aligned to the goals of their Professional Development plan. | <ul style="list-style-type: none"> • Documentation 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 training |
| 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 specialized training. | <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 specialized training. | <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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|--|---|---|
| Renewal or Step Change at Renewal | | |
| Each administrator, lead, and assistant teacher who has been employed for less than 30 days: | None | None |
| Each administrator, lead, and assistant teacher who has been employed for more than 30 days but less than twelve months: | <ul style="list-style-type: none"> • Must have a professional development plan outlining their plan to complete specialized training. | <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"> • 20 hours of specialized training hours are accrued over a two year training period based on each employee's hire date. • Staff must fulfill their specialized training requirement by first taking the required pre-requisites. Once the pre-requisites are completed, staff can satisfy their training requirement with any other SUTQ approved training that is aligned to the goals of their Professional Development plan. | <ul style="list-style-type: none"> • Documentation 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 training |