



Specialized Training Guidance

Verification Visit Type	Benchmark Requirements	Evidence Portfolio
Initial		
<p>Each administrator, lead, and assistant teacher employed for at least 6 months on the date the application was submitted:</p>	<ul style="list-style-type: none"> • Must have completed the 10 hours of specialized training. • Staff must fulfill their annual 10 hour specialized training requirement 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 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
<p>Each administrator, lead, and assistant teacher employed for less than 6 months on the date the application was submitted:</p>	<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.
<p>Each administrator, lead, and assistant hired after the date the application was submitted:</p>	<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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Verification Visit Type	Benchmark Requirements	Evidence Portfolio
<p>Renewal or Step Change at Renewal</p>		
<p>Each administrator, lead, and assistant teacher who has been employed for less than 30 days:</p>	<p>None</p>	<p>None</p>
<p>Each administrator, lead, and assistant teacher who has been employed for more than 30 days but less than twelve months:</p>	<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
<p>Each administrator, lead, and assistant teacher who has been employed for more than twelve months:</p>	<ul style="list-style-type: none"> • Must have completed the 10 hours of specialized training hours based on each employee's hire date. • Staff must fulfill their annual 10 hours of specialized training requirement 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 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