



One-Star Requirement Summary

Step Up To Quality (SUTQ) is a five-star quality rating and improvement system that recognizes and promotes early learning and development programs that exceed minimum health and safety licensing regulations. Any licensed child care program wishing to provide publicly funded child care must be a star-rated program or meet an exemption.

This summary can help you determine whether your program meets the requirements for a one-star rating. For more information, visit boldbeginning.ohio.gov. You can work with your local resource and referral agency or the Ohio Department of Education (ODE) SUTQ Team to get the training and assistance you need to meet the one-star standards. Find your local resource and referral agency at occrra.org.

Note: If a prescribed form is listed in the standard, then it must be used. If a sample form is listed in the standard, programs are encouraged, but not required, to use this sample form. Sample Technical Assistance (TA) forms can be used by the program to better understand a standard and/or show implementation of a standard that requires documentation on file for review. This documentation can be something the program has available or a sample TA form.

I. Eligibility to Register (Initial Registrations only)

1. Meet all the following criteria

- Active early learning and development program licensed by ODJFS or ODE
- Operates during traditional hours (5101:2-16-10)
- Not have an active enforcement case
- Children are enrolled and attending the program
- If licensed by ODJFS, not have an accumulation of 24 moderate risk non-compliance (MRNC) **and/or** serious risk non-compliance (SRNC) points within the previous 12 months. If licensed by ODE, then not have a six-point SNRC within the previous 12 months, or from the most recent inspection, if an inspection has not been completed in the last 12 months

II. Ohio Professional Registry (OPR)

1. Ensure every lead and assistant teacher, administrator, and family child care owner has a profile in the OPR*

- Submit education verification to the OPR for all lead and assistant teachers, administrators, and family child care owners*

- Ensure education and professional development (PD) are verified in the OPR; only verified items will be considered for a rating
- Ensure staff roles, schedules and hire dates are accurate in the OPR

2. Link profiles to program within the OPR*

* Assistance for the above activities may be found at <https://occrra.org/ohio-professional-registry/create-account-resources/>

III. Staff Requirements

1. Ensure staff meet education requirements

Center Administrator	Center Lead Teachers	Family Child Care (FCC) Owner
<p><u>Meets one of the following:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Child Development Associate (CDA) <input type="checkbox"/> Associate Degree (AA) or higher in an approved related field <input type="checkbox"/> Career Pathways Level (CPL) 2 <input type="checkbox"/> Administrator Credential 2 <input type="checkbox"/> School-Age (SA) Administrator Professional Endorsement (if serving only school-age children) <p><i>*Administrator meeting on-site hours is the only one required to meet education.</i></p>	<p><u>Meets one the following:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> 50% have a CDA or CPL 2 (at least two) <input type="checkbox"/> AA or higher in an approved related field (at least one) <input type="checkbox"/> CPL 3 (at least one) <input type="checkbox"/> SA Lead Teacher Professional Endorsement (in a school-age only group; at least one) 	<p><u>Meets one of the following:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> CDA <input type="checkbox"/> CPL 1 <input type="checkbox"/> SA Administrator Professional Endorsement (if serving only school-age children)



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2. Ensure staff meet minimum instruction time

- Lead teachers are in the classroom interacting with children for at least 3½ hours daily, not including nap or rest times, for at least half the days of each week the program operates. (For example, the lead teacher is in the classroom from 8:30 a.m. to noon daily.)
- The assistant or co-lead teacher must meet this requirement on other days. (For example, the lead teacher works Monday-Thursday, and the assistant covers the requirement each Friday.)
- This requirement may be shared with no more than two regularly scheduled staff.
- If a program, or group within a program, operates less than 3½ hours daily, the lead teacher must be present for the entire day.
- School-age programs must have a lead teacher for the duration of either a total of 3½ hours or the complete before or after-school session. On non-school days, the program must meet the 3½-hour requirement as stated above.

3. Ensure staff meet PD certificate requirements

These are not required to be met for initial registrations. After the initial registration, they must be completed prior to the end of the current biennium to remain rated.

- Two required courses must be taken within 30 days of hire, if not previously completed. Both courses are offered online only, for free, through the OPR. These courses count toward PD hours required for the PD Certificate. The required courses are as follows:
 - Ohio's Approach to Quality**
 - Ohio's Overview of Child Development**
Alternative: Any post-secondary child development course completed with a grade C or better or a passing grade from a pass/fail course within the previous six years. Documentation of the course must be submitted to the OPR no later than 60 days prior to the end of the biennium.
- Ohio Approved PD hour requirements.

Year One		Year Two	
Quarter One (July 1–Dec. 31)	Quarter Two (Jan. 1–June 30)	Quarter Three (July 1–Dec. 31)	Quarter Four (Jan. 1–June 30)
20 hours required	15 hours required	10 hours required	5 hours required
Staff employed in quarter one are required to complete the full 20 credit hours by the end of year two.	Staff employed in quarter two are required to complete 15 of 20 credit hours by the end of year two.	Staff employed in quarter three are required to complete 10 of 20 credit hours by the end of year two.	Staff employed in quarter four are required to complete 5 of 20 credit hours by the end of year two. *

**Exceptions: Staff employed within the month of June, quarter four, are not required to begin their certificate hours (except for the required classes) and will begin the full 20 certificate hours July 1, quarter one, of the next biennium.*

IV. Documentation to Prepare for Onsite

1. Written information given to families on transitioning

- For programs, must contain information for children transitioning into, within and out of the program
- For FCC, must contain information for children transitioning into and out of the program
Sample Technical Assistance Form JFS 01363, "Written Transition Information for One to Five-Star Ratings for Step Up To Quality" may be used to meet this requirement

4. Early Learning and Development Standards (ELDS)

- Available and can access in each classroom or at FCC home
The ELDS can be located at: [Guidance and Implementation | BOLD Beginning! \(ohio.gov\)](#)

5. Community Resources

- Examples of at least two resources and community services provided to families to support the family and the development of their children



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2. Wage Structure (Centers only)

Written structure used to determine compensation for staff.

- Must address full and part time staff
- Must have criteria

3. Program Self-Assessment tool

- Annually completed, scored, and dated
- Addresses the following program elements:
 - Human Resource Leadership and Development Family and Community Partnerships
 - Program Development and Evaluation
 - Business and Operations Management

6. Professional Development Plan

- Created within 30 days of hire and completed at least annually therefore
- Must be a written, individualized plan
- Plan must contain the following information:
 - Name
 - Date of hire
 - Position
 - Staff signature
 - Date of completion/update
- Ongoing training and professional development needs

Sample Form JFS 01587, "Professional Development Plan for Step Up To Quality (SUTQ)" may be used for this requirement

V. Ongoing Documentation Requirements for Onsite

1. Plan of Activities including:

- Current, written, and dated plan for all hours of instruction time
- Teacher's name
- Name of the group
- Time-frame the plan covers
- Daily activities to support children's development and learning and reflects current activities in the group

Sample Technical Assistance Form JFS 01513, "Activity Plan for SUTQ" may be used to meet this requirement

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 - Family and Community Partnerships
 - Program Development and Evaluation
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3. Professional Development Plan

- Completed within 30 days of hire and at least annually thereafter
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- Plan must contain the following information:
 - Name
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VI. Registration

1. Answer registration questions within the Ohio Child Licensing and Quality System (OCLQS).
2. Submit registration by entering your name and clicking "submit" in OCLQS.

3. Confirm desired rating within OCLQS. If you cannot confirm your desired rating, please review your answers to ensure they are appropriate. The program will not be rated for a rating higher than the confirmed rating.



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VII. After Registration

1. Ensure every lead teacher, assistant teacher, administrator, and/or family child care owner is listed and up to date in the OPR with current role, assigned group and schedule.
2. Prepare documentation for review at onsite visit.

VIII. During Onsite

1. **Program Documentation**
 - Written Wage Structure (centers only)
 - Program Self-Assessment Tool
 - Written information to families on transitioning children
 - At least two examples of resources and community services provided to families
2. **Staff Documentation**
 - Professional Development Plan
3. **Classroom Documentation**
 - Written activity plan for all hours of instructional time
 - Early Learning and Development Standards (ELDS)

IX. After Onsite

If your program is unable to meet the standards at the time of the visit, your program may be issued a deferral. If a deferral is issued, ensure that the documentation requested is submitted timely.

X. After Rating Awarded

A program's SUTQ rating will be continuous from their rating effective date when the program continues to meet the SUTQ standards. Programs wishing to change their star rating must submit an ongoing rating registration.