



Two-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 two-star rating. For more information, visit boldbeginning.ohio.gov. You can work with your local resource and referral agency or Ohio Department of Education (ODE) SUTQ Team to get the training and assistance you need to meet the two-star standards. Find your local 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 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
Meets one of the following: <input type="checkbox"/> Associate Degree (AA) or higher in an approved related field <input type="checkbox"/> Career Pathways Level (CPL) 3 <input type="checkbox"/> School-Age (SA) Administrator Professional Endorsement (if serving only school-age children) <i>*Administrator meeting on-site hours is the only one required to meet education.</i>	25% of the teachers meet one the following: <input type="checkbox"/> AA or higher in an approved related field <input type="checkbox"/> CPL 3 <input type="checkbox"/> SA Lead Teacher Professional Endorsement (in a school-age only group)	Meets one of the following: <input type="checkbox"/> CDA <input type="checkbox"/> CPL 2 <input type="checkbox"/> SA Professional Administrator 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.

- 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. Prepare Documentation to Upload with Registration and Save Electronically or Scan

1. Curriculum Alignment Tool for infant, toddler, and preschool groups served

- JFS 01590** “Curriculum Standards Assessment Alignment Tool: Infants, Toddlers and Preschoolers For Step Up To Quality (SUTQ) Programs”

Or

- Publisher’s Alignment Tool for each age group(s) served

2. JFS 01509 “Continuous Improvement Plan (CIP) For Step Up To Quality (SUTQ)”

- Completed annually
- Minimum of one goal and at least one action step
- Evaluated and revised as needed

V. 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

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

4. Community Resources

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

5. Developmental Screenings

(Does not apply to school-age only)

- Documentation of trained staff
- Name of the tool(s)
- Documentation that the tool is comprehensive and developmentally appropriate for the age groups served
- Tools must address the following domains:
 - Language
 - Cognitive
 - Motor
 - Social and Emotional
 - Behavioral

6. Information on health and child development topics provided to families

Documentation provided to families must include:

- At least one health topic
- At least one child development topic
- Applicable to all age groups served
- Shared annually with families

7. Self-Assessment Tool

- Classroom self-assessment tool (Centers only)
- Family Child Care Environment Rating Scale (FCCERS-R) or approved self-assessment tools for family child care (FCC Only)

8. Family Engagement Opportunity

- At least one opportunity annually offered to all families
- Documentation includes:
 - Description of activity
 - To whom it was offered
 - Date

9. Written records transfer request policy

- Procedure for obtaining written family consent
- Written consent shall include:
 - Child's name
 - Name of the new setting
 - Statement indicating the family would like the records released, including which records are to be transferred
 - Parent/guardian signature
 - Date of signature

Sample Technical Assistance Form JFS 01369 "Records Transfer Policy/Request For Two To Five-Star Ratings For Step Up To Quality (SUTQ)" may be used to meet this requirement

10. Staff Supports (not required for FCC)

- At least one documented approved support:
 - A total of five days of paid leave (sick, vacation and/or personal)
 - Health benefits
 - Retirement
 - Discount on child care
 - Tuition reimbursement
 - T.E.A.C.H. Early Childhood® Ohio
 - Paid professional development
 - Paid professional membership
 - Flexible spending account
 - Life insurance
 - Five paid holidays
 - One hour of paid planning time weekly

11. 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! \(ohio.gov\)](#)



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VI. 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
- Aligns to all development domains in Ohio's Birth-Kindergarten Entry Early Learning and Development Standards

Sample Technical Assistance Form JFS 01513 "Activity Plan For Step Up To Quality" for each group and/or

Sample Technical Assistance Form JFS 01592 "Individual Child Plan For Step Up To Quality (SUTQ)" for each child may be used to meet this requirement

2. Teacher Observation

- All lead and assistant teachers
- Completed by administrator or designee for programs or the FCC owner for FCC
- Within 30 days of hire and at least annually
- Must include:
 - Name of staff
 - Date observation was completed
- FCC owners must complete the Ohio Administrator Core Knowledge and Competencies (CKC) Self-Assessment

Sample Form JFS 01521 "Teacher Observation For Step Up To Quality (SUTQ)" may be used to meet this requirement

3. Program Self-Assessment Tool

- Annually completed, scored, and dated that addresses the following program elements:
 - Human resource leadership and development
 - Family and community partnerships
 - Program development and evaluation
 - Business and operations management

4. Professional Development Plan

- Completed within 30 days of hire and at least annually thereafter
- 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 to meet this requirement

5. Child Records Transferred

- Have available for review completed copies of the document used to obtain written family consent
- Or
- Sample document

VII. Registration

1. Answer registration questions within the Ohio Child Licensing and Quality System (OCLQS).
2. Upload required documentation – see section IV.
3. Submit registration by entering your name and clicking "submit" in OCLQS.
4. 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.

VIII. 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.
3. Resubmit documentation returned for revision, if applicable.



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IX.

During Onsite

1. Program Documentation

- Access to curriculum
- Written Wage Structure (centers only)
- Staff Supports
- Written information to families on transitioning children
- Program self-assessment tool
- Obtain developmental screening tool
- Evidence of communication with families
 - Different modes of communication
 - At least one promotes two-way communication
 - Examples of one health topic and one child development topic provided to families
 - Example(s) of family engagement opportunities

2. Child Documentation

- Child records transferred

3. Staff Documentation

- Professional Development Plan
- Teacher Observation

4. Classroom Documentation

- Written activity plan for all hours of instructional time
- Early Learning and Development Standards (ELDS)
- Classroom self-assessment tool for centers; the FCCERS-R or approved self-assessment tools for FCC

X.

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.

XI.

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.