

The Bureau of Child Care and Development is excited to announce that the application process for submitting a training for Step Up To Quality specialized training approval is changing. All Step Up To Quality specialized training applications must now be submitted through an online application which will reside in the Professional Registry on the Ohio Professional Development Network website ([www.ohpdnetwork.org](http://www.ohpdnetwork.org)).

**Beginning May 1, 2009, applications will only be accepted through the Registry.** If an application is received via regular mail or email, it will be returned to the applicant with instructions on how to submit the application through the Registry. All currently approved training which has not been submitted through the Registry will continue to be approved through December 31, 2009. After December 31, 2009, if an individual wishes to continue to provide the approved training, it must be submitted through the Registry. Previously approved trainings will automatically be re-approved in the Registry once the required information is submitted, as long as the content and length of the training has not changed.

Please note that individuals who have been trained in a standardized curriculum by a master trainer (CSEFEL, ASQ-SE, Facing the Challenge, etc.) do not have to submit an application through the Registry at this time. A list of all approved trainers will be maintained by the entity conducting the training and will be submitted to the Bureau of Child Care and Development. Additionally, conference approval will continue to be received through the mail or email as is currently the process. As the Registry continues to grow and expand, the conference approval process will also be transitioned to the Registry. Please continue to check the [stepuptoquality.org](http://stepuptoquality.org) website for updates to that process.

This application process is also being used by the Ohio Department of Education and the Ohio Department of Health. So, for example, applicants who would like to have their training approved for both Step Up To Quality and ODE approved PD credit will complete one application, not two. That single application will be accessible for review by designated personnel in both state agencies, and each agency will decide if the application fulfills the agency's requirements for approval.

If you have questions about completing the application process through the Registry, please contact [registry@occrpa.org](mailto:registry@occrpa.org) or 614-396-5959.