

Educational Qualifications Requirements

All education requirements for administrator(s), lead and assistant teachers need to be verified through the Registry. A copy of both the Director Information Portal (DIP) report which outlines each staff person's education qualifications, hire date and position; and a copy of each individual staff person's profile must be available in the Evidence Portfolio. These reports are used to verify the Career Pathways Level and/or the education qualifications for administrator(s), lead and assistant teachers for the step for which the program has applied.

- **The program is responsible for submitting education and training documentation to the PD Registry.** Visit www.opdn.org for complete details. Review the *Required Documents for Verification* handout and utilize the Cover Sheet for Documentation Submission.
- If an individual updates their education and training information in the Registry, a new individual profile should be printed and a copy placed in the Evidence Portfolio.
- Administrator(s) lead and assistant teachers must have their profile information submitted to the Registry and a Career Pathways Level calculated in the Registry prior to the submission of an application for a Star Rating.
- Administrator, lead or assistant teachers hired after submission of an application have 30 days to submit documentation to PD Registry for verification of education.
- SULTS will use **official transcripts** (or a copy of an official transcript) to verify education of staff hired after application submission.

Note: As of January 1, 2012, the Career Pathways calculation has been updated to include additional points for Early Childhood coursework and new certifications. Individuals should print and retain a copy of their current Career Pathways calculation prior to January 1, 2012. If an individual submits additional coursework or certification documentation, an updated copy of their Career Pathways should be printed and included in the Evidence Portfolio. For more information regarding the updates please visit the Registry at: www.opdn.org.