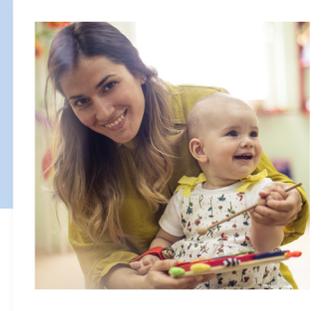


Child Care Tips for Professional Development Days



Ohio Administrative Code (OAC) Rules 5101:2-12-10, 5101:2-13-10, 5101:2-18-08 and 5101:2-17-02 require child care professionals to fulfill a variety of training requirements to improve their professional knowledge, competence, skills and effectiveness:

- To meet licensing requirements, child care providers and their staff must complete at least six hours of professional development (PD) training each state fiscal year (July 1 through June 30).
- Staff at approved day camps must complete at least five hours of PD each state fiscal year.
- For Step Up To Quality PD certification, staff must complete at least 20 hours of Ohio Approved training each biennium (for example, July 1, 2019, through June 30, 2021). These can be found at occrra.org.

Ohio provides financial support for Publicly Funded Child Care programs to help meet the PD requirements. Through “professional development days,” providers can get paid for days they would normally have children in care but instead are closed to allow staff to receive professional development.

What the OAC Chapter 5101:2-16 Rules Allow

- Child care providers are allowed two paid PD days each state fiscal year.
- PD days cannot be used in the same or consecutive months. For example, PD days could be provided in December and February, but not in December and January.
- During PD days, programs must be closed to all enrolled children.
- PD days cannot be used during nontraditional hours.
- The value of a PD day is based on children’s authorization category.
- Families are not required to pay copays for weeks children did not attend and that a PD day was charged.
- Visit OhioccTap.info for instructions on how to enter PD days into the Time, Attendance and Payment (TAP) system.
- Examples of how programs can use PD days:
 - To attend an all-day professional conference.
 - To arrange for a trainer to visit the program and train staff.