

Professional Development Certificate Guidance

The Professional Development Certificate (PD Certificate) is a tool which shows a professional's required training hours, and their completed Ohio Approved (OA) hours toward the requirement.

The PD Certificate is viewed by logging in to the profile and clicking on the PD Certificate tab.

The first section contains the two **Required Online Trainings**: Ohio's Approach to Quality and Ohio's Overview of Child Development. All professionals must complete the Ohio's Approach to Quality course.

All professionals must complete the Ohio's Overview of Child Development course **unless** the professional meets the exemption status below:

- Completed a post-secondary level course in child development within the past six years
- A grade of C or higher or a Pass when taken Pass/Fail

For more information regarding the exemption, refer to Resource document [Child Development Course Exemption](#).

The next section of the PD Certificate reflects the **Current Biennium**. The date range of the Current Biennium is shown in parenthesis. The PD Certificate also shows the required OA training hours and how many hours of OA trainings are verified in the Current Biennium. For example: '4 of 20' indicates the professional is required to complete 20 hours in the Current Biennium, and 4 hours have been verified.

- Required Training Hours are determined by the professional's role, hire date, and if the program (as indicated in their Employment tab) is star-rated.
 - OA Training Hour PD requirement will be prorated *only* when the professional is employed by a star-rated program, holds a qualifying role (Administrator, Lead Teacher, or Assistant Teacher), **and** was hired in the 2nd, 3rd, or 4th quarter of the current biennium. All three qualifiers must be met for the hours to be prorated.
 - OA Training Hour PD requirement will default to 20 hours when the above three qualifiers are not met.

For more information about pro-rating, please view the PD Requirement chart found in the [Technical Assistance Letter #19- Professional Development Certificate](#) on www.earlychildhoodohio.org.

Ohio Approved (OA) Hours verified within the Current Biennium are reflected in the current **Tier**. To achieve a current PD Certificate Tier 1, the required hours must be met, and the two required trainings must be verified (or Ohio's Overview of Child Development must be Exempt). To achieve PD Certificate Tier 2, five additional OA hours must be verified past the Tier 1 required OA hours, and to achieve a PD Certificate Tier 3, five additional OA hours must be verified past the Tier 2 required hours.

- The following example is for a professional with a 20-hour requirement (not prorated):
 - Tier 1 requirement: 20 hours
 - Tier 2 requirement: 25 hours
 - Tier 3 requirement: 30 hours

The information contained in past biennium's cannot be edited or changed.

Should you have questions about the above policy, please contact ODJFS Child Care Policy Help Desk at 1-877-302-2347 option 4 or childcarepolicy@jfs.ohio.gov.

Should you have question about your Registry Profile, please contact the Ohio Professional Registry at 1-877-547-6978 option 1 or registry@occrpa.org.

IMPORTANT: If you are not seeing a PD Certificate pull up on your profile, please check that your employment information is entered correctly. It must have a program number-license number to correctly calculate the certificate.