

## Career Pathway Levels (CPL) Changes Frequently Asked Questions May 2018

Question	Answer
<b>1. When will the new CPL model be implemented?</b>	The implementation of the updated CPL within the Ohio Professional Registry (OPR) will occur July 1, 2018 for all early childhood professionals.
<b>2. Are CPL points updated on-going or every biennium?</b>	The CPL will be updated on-going as early childhood professionals receive new training hours, certificates, years of experience, or education. The OPR will calculate new point totals and levels as information is entered and verified by Ohio Child Care Resource and Referral Agency (OCCRRA). However, if the previous biennium is higher than the current biennium the professional will be assessed at the previous biennium level. See FAQ number 3 for more details.
<b>3. How will my CPL be assessed during an inspection?</b>	<p>Your CPL will always be assessed by the CPL level that benefits the professional. At the end of a biennium, every June 30<sup>th</sup>, a professional's CPL will be locked/assessed for that biennium. Beginning July 1<sup>st</sup> of every odd year, the professional will begin the process to either maintain or increase their CPL for the current biennium. During inspection, the specialist will review both the previous biennium CPL and where the individual is in the current biennium CPL and the higher of the two will be used.</p> <p>Transition year example: For the transition year (July 2018-June 2019) professionals CPL on June 30, 2018 will be based on the current CPL model. A professional will have an entire year to either maintain that level under the new model or to increase it. On July 1, 2019 a professional will begin being assessed under the new CPL model. During the inspection the specialist will assess at whatever is highest.</p> <p>All Biennium example: At the end of the biennium the professional's CPL will be locked/assessed at a level 3 and their CPL for the current biennium will be a 2 because they do not yet have their Professional Development (PD) Certificate. The specialist will assess them at a CPL 3, which is the higher of the two.</p>

<p><b>4. Family Child Care (FCC) Step Up To Quality (SUTQ) standards (located in rule 5101:2-17-01) for FCC owner and lead teacher education levels require a particular CPL level plus additional CPL points. Will the current FCC standards adjust for the new CPL?</b></p>	<p>Yes. Until the rule is amended, the standard will be assessed using only the level listed within rule, disregarding the minimum points.</p> <p>For example, the 3-Star requirement for all FCC program owners is a CPL 2 with a minimum of 125 points. Beginning July 1, 2018 this will be assessed requiring only a CPL 2.</p>
<p><b>5. Ohio Approved Instructor requirements include a required CPL for each instructor level. How will the new CPL affect an Ohio Approved instructor?</b></p>	<p>The CPL should not impact Ohio Approved Instructors in any way, as the CPL requirement has been removed as of October 1, 2017. The changes removed the CPL from the Ohio Approved Instructor Requirements as well as provided an associate's degree as an option to become an Ohio Approved Instructor at a level one. For additional information, view the changes <a href="#">here</a>.</p>
<p><b>6. I have transitioned to working at a different program. Will my CPL points transfer with me?</b></p>	<p>Yes. The CPL does not change or reset if a professional moves from one program to another.</p>
<p><b>7. I have recently been hired into a SUTQ program and I am required to obtain less than 20 hours of professional development for the PD Certificate. How will this impact my CPL and point calculation?</b></p>	<p>Professionals who never worked at a SUTQ program and begin employment during the biennium must meet the training requirements for the quarter in which they are hired. For example, if a professional is hired in the 3<sup>rd</sup> quarter and obtains the 10 hours of PD required by the PD Certificate, their CPL will reflect that they acquired a tier 1 PD Certificate and the points will be added to their CPL point calculation. Points are not pro-rated, the full number of points will be attributed to that professional.</p>
<p><b>8. I have taken some college coursework, yet I have not completed my degree. How will my hours count towards my CPL?</b></p>	<p>ECE/related coursework taken within the biennium (July 1 to June 30 of odd years) can be converted to clock hours and may be included in the PD Certificate. A professional would need to upload the appropriate documents to their OPR Profile. Documents will be verified in the order received within 30 – 45 business days. Professionals can receive clock hours of credit for ECE/related college coursework completed at an accredited university within the biennium; one quarter hour receives 10 professional development hours; one semester hour receives 15 professional</p>

	<p>development hours. College courses will provide up to 30 hours of PD toward the PD certificate. Hours submitted beyond a Tier 3 PD certificate will count for additional points toward the CPL.</p> <p>As the Professional Development Certificate biennium ends, ECE/related college coursework calculated for that biennium will remain with the previous certificate and does not transfer to the new biennium PD Certificate. If an ECE/related college course is taken and submitted to the OPR within the new biennium, it will count for the current Professional Development Certificate biennium.</p>
<p><b>9. Who is reviewing college transcript information and determining CPL levels? Who do we contact with questions?</b></p>	<p>The Ohio Professional Registry calculates CPL levels based upon a complete profile which includes verified education, training and credentials. Ohio Child Care Resource and Referral Agency reviews and determines CPL coursework and levels. If a professional believes that they should be placed at a different level than the one assigned in the OPR or that they meet the requirements of the Home Visiting, Service Coordinator, Early Child Mental Health or Administrator Credential, professionals may submit additional education, training, credentials or documentation to support their request to the OPR for review. Any requests for a review or an appeal are to be submitted to <a href="mailto:appeals@occrpa.org">appeals@occrpa.org</a>.</p>
<p><b>10. Are Continuing Education Unit's (CEU)'s still counted toward CPL levels? How are they converted?</b></p>	<p>Yes. Earned CEU's are considered in the PD Certificate and are calculated into a professional's CPL level. Verified CEU's are calculated as Ohio Approved. One CEU equals ten PD hours.</p>
<p><b>11. I do not work in a Step Up To Quality program, yet I have used the CPL 3 as a way to meet the Administrator Qualification. Can I still utilize the CPL to meet this requirement if I do not achieve a Professional Development Certificate?</b></p>	<p>Administrators may continue to use their current or previous CPL, whichever is higher, to meet the licensing qualifications to be an administrator. If the person named administrator has an unrelated degree, they must achieve the PD Certificate to achieve a CPL3 or higher. If they do not achieve the PD Certificate and have an unrelated degree, the individual will need to meet the administrator qualifications as outlined in Ohio administrative code sections 5101:2-12-07 and 5101:2-13-07.</p> <p>Please note: they must maintain the CPL each biennium or meet in another way in order to continue to comply with the licensing requirements to be an administrator.</p>

<p><b>12. I have yet to see any information on Mentoring. When will this be included?</b></p>	<p>The mentoring process is still under development by the Ohio Department of Education and the Ohio Department of Job and Family Services. At this time, it is not included within the CPL calculation.</p>
<p><b>13. I do not have a high school diploma or equivalent, but I am working toward my CDA. Will I receive points for my CDA in the CPL?</b></p>	<p>No. The CPL requires professionals to have a high school diploma or equivalent along with a CDA.</p>
<p><b>14. How do I upload my official transcript to receive credits for a college course?</b></p>	<p>Professionals will need to scan and PDF the appropriate documents and upload them into their profile. Details on this process can be found <a href="https://occrpa.org/wp-content/occrpa/opr/opr-required-documentation-for-verification.pdf">https://occrpa.org/wp-content/occrpa/opr/opr-required-documentation-for-verification.pdf</a>. One semester hour of ECE/related college coursework is equivalent to 15 clock hours, and one quarter hour of ECE/related college coursework is equivalent to 10 clock hours. ECE/related college coursework will only be verified using a copy of an official transcript uploaded into the OPR as a PDF in the individual's profile. All ECE college coursework to be verified per biennium including ECE Hybrid coursework for the Professional Development Certificate will be verified using an official transcript.</p>