



Training Document Review Request

The Ohio Department of Job & Family Services (ODJFS) and the Ohio Department of Education (ODE) have approved July 1, 2018 changes to Career Pathways Level (CPL). Please find more information on the CPL changes at <http://earlychildhoodohio.org/pdf/CPL2018.pdf>

Training points included in the Career Pathway Level as of July 1, 2018 include points for a current Step Up To Quality (SUTQ) Professional Development Certificate. Points are awarded based on the Tier Level achieved (1, 2, or 3), and for additional Ohio Approved professional development hours completed beyond a Tier 3. As of July 1, 2018, only training completed as of July 1, 2014 will be counted in the CPL totals.

In order for the Ohio Professional Registry (OPR) to transition to the new CPL requirements effective July 1, 2018 and in order for the OPR to maintain a 30 – 45 day verification timeframe, ODJFS and ODE have approved the OPR to only verify professional submitted trainings from July 1, 2014 to current date unless a professional is requesting a training document review.

A professional can request a training document review if they meet one of the following criteria:

- ✓ Application for a CDA Credential which includes training submitted for review and potentially verified from the prior five years
- ✓ Employment at a Step Up To Quality rated program and need to meet specific CPL
- ✓ ODJFS licensed program CPL 3 Administrator Qualification

Any professional requesting a training document review should fill out the “Training Document Review Request” form available on the OPR website and email the completed form to registry@occrpa.org for further review.

OPR management will review each request for verification of training documents dated prior to 07/01/2014.