Silver Rating Requirement Summary

Step Up To Quality (SUTQ) is a three-tiered quality rating and improvement system that recognizes and promotes early learning and development programs that exceed minimum health and safety licensing regulations.

This summary can help you determine whether your program meets the requirements for a silver rating.

As you are working through this document, here are some resources available to assist in becoming a rated program.

- [Step Up To Quality (SUTQ) | Department of Children and Youth (ohio.gov)](#)
- Your local Child Care Resource and Referral Agency at [CCR&R Membership - OCCRRA](#)
- [State Support Teams | Ohio Department of Education and Workforce](#)

The above resources are available at no cost to provide the training and assistance you may need to participate in SUTQ.

Any licensed early care and education program wishing to provide Publicly Funded Child Care must be a rated program or meet an exemption per [PFCC SUTQ Exemption Scenarios.pdf (ohio.gov)](#). Any Early Childhood Education (ECE) program wishing to be an ECE grant recipient must be SUTQ Silver or Gold rated to participate. All Preschool Special Education programs funded by the Ohio Department of Children and Youth (DCY) are required to achieve a SUTQ Silver or Gold rating to maintain State funding.

Sample Forms: If a sample form is available for a standard, programs are encouraged, but not required, to use this sample form which are located at https://childrenandyouth.ohio.gov/for-providers/step-up-to-quality/program-standards-rules-forms.

Sample forms can be used by the program to document implementation of a standard that requires documentation to be on file for review. This documentation can be something the program has created or a sample form.

Silver Rating Requirement Summary

I. Eligibility to Register

1. Meet all the following criteria:
   - ☐ Active early care and education programs and school child programs licensed by Department of Children and Youth (DCY).
   - ☐ Not have an active enforcement case.
   - ☐ Children are enrolled and attending the program.
   - ☐ The early care and education program or family child care (FCC) provider is not to have an accumulation of 24 moderate risk non-compliance (MRNC) **and/or** serious risk non-compliance (SRNC) points within the previous 12 months.
   - ☐ Preschool or school child program is not to have a SRNC within the previous 12 months, or from the most recent inspection, if an inspection has not been completed in the last 12 months.

II. Ohio Professional Registry (OPR)

1. **Ensure every lead and assistant teacher, administrator, and family child care owner has a profile in the OPR ***
   - ☐ Submit education verification to the OPR for all lead and assistant teachers, administrators, and family child care owners*
   - ☐ Ensure education and professional development (PD) are verified in the OPR; only verified items will be considered for a rating.
   - ☐ Ensure staff roles, schedules and hire dates are accurate in the OPR.
2. **Link profiles to program within the OPR***

Assistance for the above activities may be found at https://occrra.org/ohio-professional-registry/create-account-resources/

III. Staff Requirements

1. Ensure staff meet education requirements:

Early Care and Education/School Based Program Administrator	Early Care and Education/School Based Program Lead Teacher	FCC Provider
Meets one of the following:	25% of the lead teachers have the minimum of the following:	Must meets one of the following:
☐ Associate of Arts (AA) or higher in an approved related field	☐ AA or higher in an approved related field	☐ CDA
☐ Career Pathways Level (CPL) 3		☐ AA or higher in an approved related field
		☐ CPL 2

- ☐ School-Age (SA) Administrator Professional Endorsement (if serving only school-age children)
- ☐ Administrator Credential 2

Administrator meeting on-site hours is the only one required to meet education.

- ☐ CPL 3
- ☐ SA Lead Teacher Professional Endorsement (in a school-age only group)

- ☐ SA Professional Administrator Endorsement (if only serving school-age children)
- ☐ Administrator Credential 2

Lead Teacher
(if not FCC Provider)

<u>Must meet one of the following:</u>

- ☐ CDA
- ☐ CPL 2
- ☐ SA Lead Teacher Professional Endorsement (if only serving school-age children)

2. **Ensure staff meet minimum instructional time:**
   - ☐ Lead teachers are in the classroom interacting with children for at least 3½ hours daily, not including nap or rest times, for at least half the days of each week the program operates. (For example, the lead teacher is in the classroom from 8:30 a.m. to noon daily.)
   - ☐ The assistant or co-lead teacher must meet this requirement on other days. (For example, the lead teacher works Monday-Thursday, and the assistant covers the requirement each Friday.)
   - ☐ If a program, or group within a program, operates less than 3½ hours daily, the lead teacher must be present for the entire day.
   - ☐ School-age programs must have a lead teacher for a duration of either a total of 3½ hours or the complete before or after-school session. On non-school days, the

3. **Ensure staff meet Professional Development (PD) requirements:**
   - ☐ Beginning in July 2025, all administrators, leads and assistant teachers and FCC Providers must obtain 10 hours of Ohio Approved (OA) training annually.
   - ☐ Administrators or FCC Provider only: 12 hours of PD annually - choice of OA training for the additional 2 hours.

   The PD evaluation year runs from July 1 to June 30.

   - Those hired between January 1and May 31 are required to complete 5 hours by June 30.
   - Those hired between July 1 and December 31 are required to complete 10 hours by June 30.
   - Those hired between June 1 and June 30 will have until June 30 of the next year to complete 10 hours of PD.

program must meet the 3½-hour requirement as stated above.

PD Topics must include at least two of the following:

- Trauma
- Developmental Milestones
- Critical Conversations
- Behavior/Classroom Management
- Family Engagement
- Curriculum & Assessment
- Science of Reading
- Inclusion

NOTE: Approved college coursework related to the field may be used to meet training requirements.

IV. Program Standard Requirements

1. **Curriculum and Assessment**
   - ☐ Obtain and implement for all infant, toddler, and preschool-age children, a comprehensive research-based curriculum that is aligned with the Early Learning and Development Standards (ELDS) and the Science of Reading. School-age programs: Classrooms provide activities that are aligned with the Ohio K-12 Learning Standards.
   - ☐ Complete a comprehensive formal child assessment aligned to the ELDS for all infant, toddler, and preschool-aged children twice annually.

2. **Child Screening***
   - ☐ Administer or confirm completion of a comprehensive screening tool within sixty days of enrollment for newly enrolled children and annually for all children.

3. **Staff: Child/Adult Interactions**
   - ☐ Centers: Complete an annual self-assessment for each group of children.
   - ☐ FCC: Complete an annual self-assessment using a tool that measures the learning environment for the program.
   - ☐ Ohio Classroom Observation Tool (OCOT) standards are met through observation by Department of Children and Youth staff.
   - ☐ Centers: Self-assessments for each group of children are used to determine the area of focus and to set a goal for improvement.
   - ☐ FCC: The environment assessment is used to determine the area of focus and to set a goal for improvement.

4. **Continuous Improvement**
   - ☐ Develop a Continuous Improvement Plan (CIP) completed annually that includes two program goals and two action steps.

☐ Share or confirm results with families within thirty days following completion of the screening.

☐ Refer families, whose child had an identified need, within sixty days from the date of the completed screening. Exempt from child screening standard: school-age children or children with a current Individual Education Plan (IEP) or Individualized Family Service Plan (IFSP).

☐ Continuous Improvement Plan (CIP) includes at least one additional goal and action step based on input from staff and families.

5. **Family Partnerships/Community Resources**

☐ Program utilizes a tool that identifies the needs of the whole family within 30 days of enrollment and then annually thereafter.

☐ Program follows up with those families, with identified needs, with referral within 30 days

V. Registration

1. Answer registration questions within the Ohio Child Licensing and Quality System (OCLQS).
2. Submit registration by entering your name and clicking "submit" in OCLQS.
3. Confirm desired rating within OCLQS. If you cannot confirm your desired rating, please review your answers to ensure they are appropriate. The program will not be rated for a rating higher than the confirmed rating.

VI. After Registration

1. Ensure every lead teacher, assistant teacher, administrator, and/or family child care owner is listed and up-to-date in the OPR with current role, assigned group and schedule.
2. Prepare documentation for review at onsite visit.
3. Resubmit documentation returned for revision, if applicable.

VII. Required Documentation to Maintain Onsite

1. **Curriculum and Assessment**

☐ Verification that the curriculum is aligned from the verified list.

☐ Verification of the availability of curriculum materials for lead teachers/FCC Providers.

3. **Staff/Child Interactions**

☐ Lead teacher(s)/FCC provider maintain documentation of the completion of an assessment for each age group of children.

- ☐ Documentation of current activity/lesson plans that support children's development and learning and include experiences from the verified curriculum for all hours of instructional time.
- ☐ Activity/lesson plans are required for infant, toddler, and preschool-age. School-age activity/lesson plans are required and follow the Ohio K-12 learning standards.
- ☐ Documentation that the child assessment tool is aligned from the verified list.
- ☐ Documentation demonstrating that the formal child assessment tool is completed twice annually and that results are shared with families.
- ☐ Documentation of the evidence gathered to complete the formal child assessment tool.
- ☐ Lead teachers/FCC Providers should be able to explain the child assessment process, including methods used and how the results are shared with families.

2. **Child Screening**
- ☐ Documentation of completed screening tools and documentation that results were shared with families.
- ☐ Documentation of the referral process and the referrals made to families.

- ☐ The tool is to be developmentally appropriate to age groups served.
- ☐ The tool is to be completed annually.
- ☐ Lead teacher(s)/FCC Provider is to maintain documentation of the area of focus and a goal for improvement. Documentation requirements:
  - Teacher's name
  - Group
  - Date completed
  - Name of tool used
  - Goal
  - Action steps
  - Timeframe
  - Updated annually

4. **Continuous Improvement**
- ☐ Documentation of completed Continuous Improvement Plan (CIP) with at least three goals and three action steps.
- ☐ Documentation of input gathered from staff and families annually.

5. **Family Partnerships/Community Resources**
- ☐ Documentation of the completed tool that identifies family needs in at least three areas; including developmental or educational needs, health needs, and resource needs (such as food, utility assistance) and what resources were provided to the family.
- ☐ Documentation of the referral process and the referrals made to families.

VIII.   After Onsite

If your program is unable to meet the standards at the time of the visit, your program may be issued a deferral. If a deferral is issued, ensure that the documentation requested is submitted timely.

IX.   After Rating Awarded

A program's SUTQ rating will be continuous from their rating effective date when the program continues to meet the SUTQ standards. Programs wishing to change their star rating must submit an ongoing rating registration.