



# Program Guide to Step Up To Quality (SUTQ)

## General questions about SUTQ

<p>What documents do I submit with my SUTQ registration?</p>	<p>A list is available for each star-rating level in the requirement summaries found here:  <a href="http://earlychildhoodohio.org/sutq/Guidance-Document.stm">http://earlychildhoodohio.org/sutq/Guidance-Document.stm</a></p>
<p>How do I report an ODJFS administrator change/amendment at my program?</p>	<p>ODJFS administrator changes must be reported through OCLQS. See the ODJFS Change/Edit Administrator job aid here:  <a href="http://earlychildhoodohio.org/sutq/pdf/OCLQSJobAidChangeEditAdminODJFS.pdf">http://earlychildhoodohio.org/sutq/pdf/OCLQSJobAidChangeEditAdminODJFS.pdf</a>. It is appreciated if you also notify your specialist through email.</p>
<p>Where should I, as the administrator, record my staffing changes?           How do I report staff changes on the Organization Dashboard?</p>	<p>Staff changes should be recorded on your Organization Dashboard (OD) through the Ohio Professional Registry (OPR). User Guides are available here:  <a href="https://ocrra.org/our-resources-page/">https://ocrra.org/our-resources-page/</a> (Click the OPR tab at the top of the page and "OPR User Guides" on the left side.)</p>
<p>Where can I find the Ohio Early Learning and Development Standards (ELDS) or the Ohio K-12 Learning Standards and Resource Guide?</p>	<p>Resources can be found at: <a href="http://earlychildhoodohio.org">earlychildhoodohio.org</a> or by clicking the links below:  <a href="http://www.earlychildhoodohio.org/elds.php">http://www.earlychildhoodohio.org/elds.php</a>   <a href="http://education.ohio.gov/Topics/Learning-in-Ohio/OLS-Graphic-Sections/Learning-Standards">http://education.ohio.gov/Topics/Learning-in-Ohio/OLS-Graphic-Sections/Learning-Standards</a>   <a href="http://earlychildhoodohio.org/sutq/pdf/Ohio-s-K-12-Standards-Resource-Guide--Final.pdf">http://earlychildhoodohio.org/sutq/pdf/Ohio-s-K-12-Standards-Resource-Guide--Final.pdf</a></p>
<p>Where can I read more information about the onsite verification process?</p>	<p>More information regarding the onsite process for each star-rating level can be found in the requirement summaries here: <a href="http://earlychildhoodohio.org/sutq/Guidance-Document.stm">http://earlychildhoodohio.org/sutq/Guidance-Document.stm</a></p>
<p>Where can I find more information about the SUTQ standards?</p>	<p>Details about the SUTQ standards can be found in the appendix for Chapter 17 here:  <a href="http://codes.ohio.gov/oac/5101:2-17-01v1">http://codes.ohio.gov/oac/5101:2-17-01v1</a></p>
<p>Where can I access the forms needed for SUTQ?</p>	<p><a href="http://earlychildhoodohio.org/sutq/Rules-and-Forms.stm">http://earlychildhoodohio.org/sutq/Rules-and-Forms.stm</a></p>

## Questions related to SUTQ in the Ohio Child Licensing and Quality System (OCLQS)

<p>As an ODE program, who can I contact with questions regarding OCLQS login and policy?</p>	<p>Phone: 614-502-7535 or Email: <a href="mailto:SUTQ@education.ohio.gov">SUTQ@education.ohio.gov</a></p>
----------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------

<p>Who can help me during the registration process with:</p> <ul style="list-style-type: none"> <li>• Creating an account,</li> <li>• Adding/removing system users,</li> <li>• Navigating through screens,</li> <li>• Submitting a SUTQ registration, or</li> <li>• OCLQS system questions?</li> </ul>	<p><a href="http://earlychildhoodohio.org/sutq/Web-Training.stm">http://earlychildhoodohio.org/sutq/Web-Training.stm</a></p> <p><a href="http://earlychildhoodohio.org/sutq/pdf/OCLQSHowToSubmitInitialReg.pdf">http://earlychildhoodohio.org/sutq/pdf/OCLQSHowToSubmitInitialReg.pdf</a></p> <p><a href="http://ifs.ohio.gov/cdc/CCIDS.stm">http://ifs.ohio.gov/cdc/CCIDS.stm</a></p> <p>Phone: 1-877-302-2347, option 1</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### Questions about the Ohio Professional Registry (OPR)

<p>What is a “Career Pathway Level”?</p>	<p><a href="http://earlychildhoodohio.org/sutq/Career-Pathways-Level.stm.org">http://earlychildhoodohio.org/sutq/Career-Pathways-Level.stm.org</a> or  <a href="https://occrra.org/our-resources-page/">https://occrra.org/our-resources-page/</a> (Click the OPR tab at the top of the page and “Career Pathways Model” on the left side.)</p>
<p>How are OPR profiles completed for new staff?</p>	<p>The Participant User Guide is available for staff here:  <a href="https://occrra.org/our-resources-page/">https://occrra.org/our-resources-page/</a> (Click the OPR tab at the top of the page and “OPR User Guides” on the left side.)</p>

### Questions about Professional Development Programs

<p>What is a T.E.A.C.H. Early Childhood<sup>®</sup> Ohio scholarship and how do I apply?</p>	<p><a href="https://occrra.org/our-resources-page/">https://occrra.org/our-resources-page/</a> (Click on the “Workforce Development” tab at the top.)  or E-mail: <a href="mailto:TEACH@occrra.org">TEACH@occrra.org</a></p>
<p>Am I eligible to apply for a School-Age Professional Endorsement?</p>	<p><a href="https://occrra.org/our-resources-page/">https://occrra.org/our-resources-page/</a>  (Click on the “Credentials and Endorsements” tab on the left side and then scroll down to the bottom of the page.)</p>
<p>What is the Powering Optimal Wages and Encouraging Retention (POWER Ohio) program and how would I qualify for a wage supplement?</p>	<p><a href="https://occrra.org/wd/">https://occrra.org/wd/</a>  (Click on the “POWER Ohio” tab at the top.)</p>

### Questions regarding Ohio Approved training (OA)

<p>What are the OA instructor requirements?</p>	<p><a href="http://earlychildhoodohio.org/sutq/Ohio-Approved-Professional-Development.stm">http://earlychildhoodohio.org/sutq/Ohio-Approved-Professional-Development.stm</a></p>
<p>How do I find OA trainings?</p>	<p><a href="https://registry.occrra.org/cart/training_list">https://registry.occrra.org/cart/training_list</a></p>
<p>Where can trainers find information about instructor approval for OA courses?</p>	<p><a href="https://occrra.org/our-resources-page/">https://occrra.org/our-resources-page/</a> (Click on the “Training and Instructor Approvals” tab on the left side.)</p>
<p>Will ODE programs have access to additional approved trainings through their school district?</p>	<p><a href="http://education.ohio.gov/Topics/Early-Learning/Professional-Development-for-Early-Childhood-Teach">http://education.ohio.gov/Topics/Early-Learning/Professional-Development-for-Early-Childhood-Teach</a></p>

### Questions regarding marketing materials

<p>What marketing materials are available to me?</p>	<p><a href="http://earlychildhoodohio.org/sutq/Marketing-Materials.stm">http://earlychildhoodohio.org/sutq/Marketing-Materials.stm</a></p>
------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------

How do I obtain my SUTQ marketing materials and who do I contact with questions about the materials?

**ODJFS Programs:** Materials are processed through your local Child Care Resource & Referral (CCR&R) agency: <https://occrra.org/member-agencies/>

**ODE Programs:** [SUTQ@education.ohio.gov](mailto:SUTQ@education.ohio.gov)

## Questions about Licensing

Who do I contact for questions regarding licensing compliance questions or Serious Risk Non-Compliances (SRNC)?

**ODJFS Programs:** Policy Helpdesk Phone: 1-877-302-2347, option 4

**ODE Programs:** [OELSR.licensing@education.ohio.gov](mailto:OELSR.licensing@education.ohio.gov)

Child Care Provider Technical Assistance

Letters for SRNCs:

[#11-Child Care Centers](#)

[#12-Family Child Care Home Providers](#)

What is the process to request a review of a licensing non-compliance if I don't agree with the licensing specialist's findings?

**ODE Programs:** [OELSR.licensing@education.ohio.gov](mailto:OELSR.licensing@education.ohio.gov)

Can I request a review if I don't agree with the star rating results during a SUTQ visit or review?

**ODJFS Licensing** request for review, see rules:

[5101: 2-12-03](#) (*centers*) or

[5101:2-13-03](#) (*family child care*)

**SUTQ** request for review see rule: [5101: 2-17-05](#)