

## Child Development Course Exemption



The Ohio Department of Job & Family Services and the Ohio Department of Education have implemented the Step Up To Quality Professional Development Certificate (PD Certificate).

As part of the PD Certificate, professionals will need to complete two, free online courses: Ohio's Approach to Quality (2 hours) and Ohio's Overview of Child Development (3 hours). These courses are available on the [Registry Training Search](#) where professionals can search and register for the training.

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

In order to receive the exemption, professionals must upload their official college transcript, that includes the child development course, into their Registry profile.

- If the professional submitted their transcript to the Registry prior to April 4, 2016, they will need to upload the official transcript directly into their profile.
- If the official transcript has been uploaded to their Registry profile since April 4, 2016, the professional will e-mail the Registry staff at [pdcertificate@ocrra.org](mailto:pdcertificate@ocrra.org) to request a review of the uploaded transcript. **Please include your name and OPIN number in the e-mail request.**
- All transcripts submitted will be verified by the Registry staff.

Questions about the Child Development course exemption or verification of education transcripts can be sent to [pdcertificate@ocrra.org](mailto:pdcertificate@ocrra.org).