

How To: Uploading Training and Degrees to your Care About Childcare Transcript

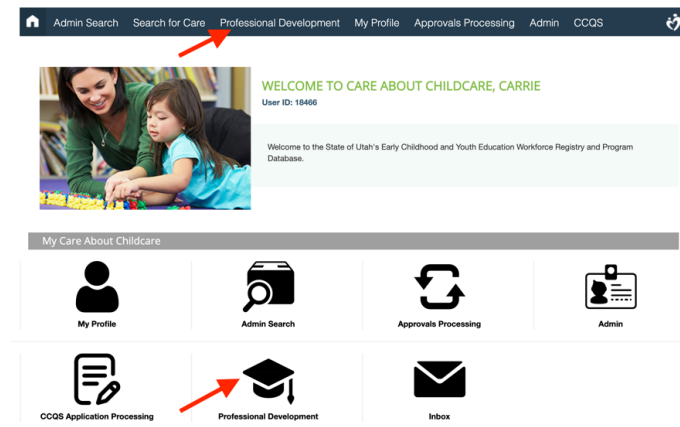
The [Care About Childcare website](#) allows early learning and youth professionals to access training opportunities, register for courses, track and record professional development, participate in Utah’s Career Ladder system, apply for scholarships and more.

Users are encouraged to add courses, professional activities, credentials and degrees to their Care About Childcare transcript page to track their accomplishments on their career pathway, apply for Career Ladder levels, scholarships, receive points in the Child Care Quality System (CCQS) and more.

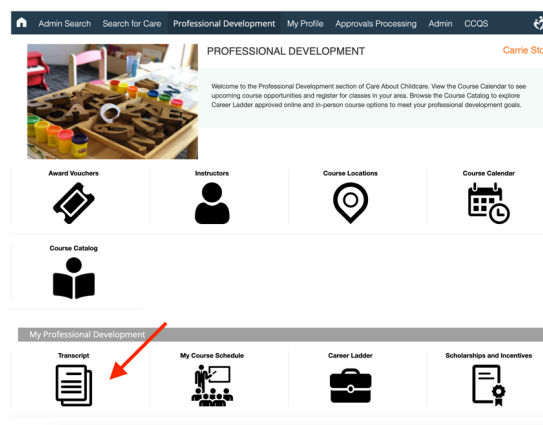
A video tutorial can be found [here](#) (beginning at 4:21) on uploading items to your CAC Transcript.

After logging in to your Care About Childcare profile go to your “Professional Development” page. You can access this two ways:

- Click on “Professional Development” on the navy blue banner toward the top of the page.
- Click on the “Professional Development” tile under My Care About Childcare.



Click on the “Transcript” tile.

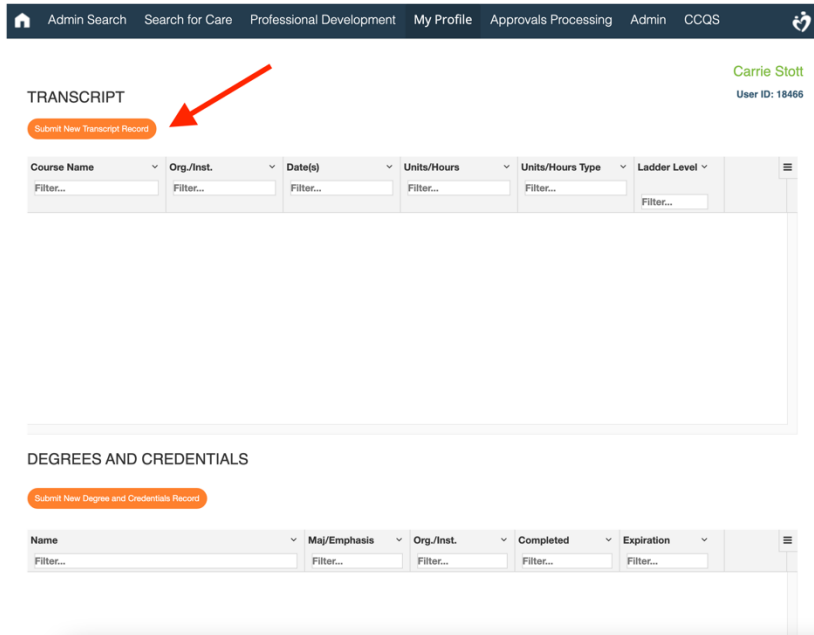


There are many items to view on the Transcript. Click on the three lines at the top right to see all the options. Some of the options included if the course has been used for a Career Ladder level, the subject area of a course, if the course is business related and many more.

There are two options for uploading on the CAC Transcript.

Top Orange Button “Submit New Transcript Record” should be used for training and individual college courses. Here are some tips when uploading training and college courses:

- Upload courses individually, one by one, attaching documentation for each course.
- Click on “Choose File” to add an attachment.
- If you have questions on what courses you should upload please reach out to URPD at urpd@usu.edu
- If you cannot see the options in the pull-down menus, refresh your browser page, and the selections should then appear.



NEW TRANSCRIPT RECORD

Carrie Stott

User ID: 18466

If you took a course through Care About Childcare, CACFP, The Children's Center, Child Care Licensing, or Department of Health - EPICC Program, it will be automatically added to your transcript when the instructor enters attendance, and you do not need to enter it here.

If you took a course from another community partner or external training entity, such as an online course, please enter the information here and upload your certificate or other supporting documents.

Course Name

Organization/Institution

Instruction Type

Units/Hours

Units/Hours Type

Completion Date

Note

Character Limit : {(transcript.descr.length)}/300

Supporting Documents

No file chosen

Queue0 (Items held temporarily until Save button is clicked)

20MB Size Limit Per File

Bottom Orange Button “Submit New Degree and Credentials Record” should be used for college degrees and credentials such as the CDA, NAC and CCP. Here are some tips when uploading degrees and credentials.

- Be sure to list the degree and major/emphasis exactly as it appears on your transcript and/or diploma.
- Click on “Choose File” to add an attachment.
- If your degree emphasis is not Early Childhood, Elementary Education or Special Education and you would like your degree to be considered for the Career Ladder please upload related courses to the top orange button as well. Please feel free to email urpd@usu.edu with any questions on this.
- Documentation is required for each submission.
- If you cannot see the options in the pull-down menus, refresh your browser page, and the selections should then appear.

After filling in all required fields, click Submit. URPD will receive your submission and process it within 1-5 business days. You will be notified by email when processing has completed, so please ensure that your email address is current on your profile’s “Contact Information” page.

For additional assistance with the CAC Web application, reach out to your [regional Care About Childcare agency](#).