



State of Utah
Department of Workforce Services
Office of Child Care



SYNCHRONOUS TRAINING
CAREER LADDER CURRICULUM APPLICATION

Date of application: _____

Name of sponsoring organization or training entity (if applicable):

Website address: _____

Contact person name: _____

Job title: _____

Phone: _____ Email: _____

Name(s) of Proposed Instructor(s):

NOTE: If an instructor has not yet been approved by OCC or if a new instructor is assigned to this training at a later date, the sponsoring designee must submit an Instructor Approval Application and a signed Instructor Agreement. You must receive approval from OCC prior to a new instructor teaching the course.

Course Information:

Course Name: _____

Type of Training: In-Person Live, Virtual

Course Cost: _____

Number of Training Sessions: _____

Capacity (# of participants who can enroll): _____

Total hours of instruction time (check one box):
 2.5 5 10 20 40 Other: _____

Language(s) in which course will be presented: English Spanish Other: _____

Language(s) in which materials will be presented: English Spanish Other: _____

Course designer's qualifications:

- Child Development Associate (CDA)
- Associate degree in Early Childhood or related field Bachelor's
- degree in Early Childhood or related field Master's or doctoral
- degree in Early Childhood or related field
- Other: _____

Credit for the course is awarded through (Check all that apply):

- Accredited Continuing Education Units (CEUs) documented by a certificate of completion (attach a sample copy of a certificate)
- Clock hours documented by a certificate of completion (attach a sample copy of a certificate)
- A partnership with an institution of higher education accredited by a member of the Council for Higher Education Accreditation (CHEA) (attach evidence of partnership)

Learning objectives (specific and measurable):

References and Resources used (include title, author, format, etc.):

CDA Competency Area(s) covered (if applicable):

- | | |
|--|---|
| <input type="checkbox"/> Safe, Healthy Learning Environment | <input type="checkbox"/> Effective Program Management |
| <input type="checkbox"/> Physical and Intellectual Development | <input type="checkbox"/> Commitment to Professionalism |
| <input type="checkbox"/> Social and Emotional Development | <input type="checkbox"/> Observing and Recording Behavior |
| <input type="checkbox"/> Relationships with Families | <input type="checkbox"/> Principles of Child Development and Learning |

Utah Core Competencies addressed (must list three):

Access the Utah Core Competencies document [here](#).

1. _____
2. _____
3. _____

NOTE: Attach all available curriculum materials, including PowerPoint presentations, handouts, agendas and instructor curriculum guide for review.

PRIOR TO SUBMISSION: Review the *Synchronous Curriculum Approval Rubric* found at <https://jobs.utah.gov/occ/urpd/courseapprove.html>

Please email this completed form to:

Hillary Christensen – Professional Development Specialist
hachristensen@utah.gov

Equal Opportunity Employer/Program

Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.