# How To: Work History Submission

The [Care About Childcare website](https://careaboutchildcare.utah.gov) 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 their work history information to their Care About Childcare profile to track their accomplishments on their career pathway and receive points if their program is participating in the Child Care Quality System (CCQS).

Log in to your Care About Childcare profile at https://careaboutchildcare.utah.gov

1. Click on "My Profile."
2. Click on "Work History."
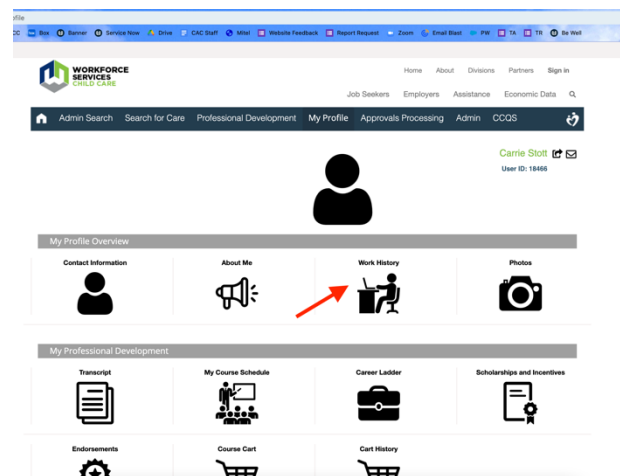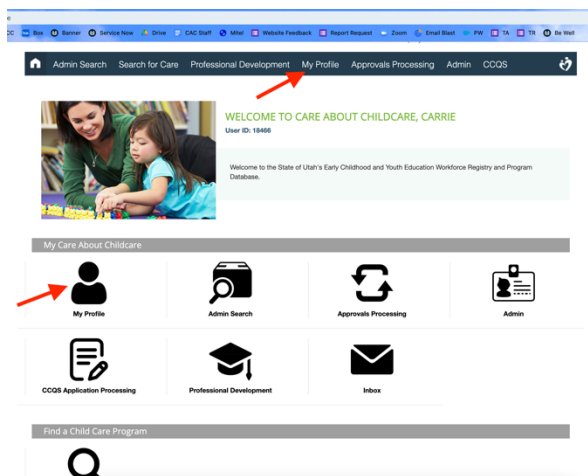
3. Click on the orange "New" button
4. Fill in the information.
5. Attach approved documentation. Documentation requirements can be found at the top of the submission page.
6. Click Submit.
7. You will be notified by email when your submission has been processed, so please verify that your email address is accurate by going to your profile's "Contact Information" page.

Tips for Submitting Work History:
- If you cannot see the fields in the pull-down menus, refresh your browser, and those selections should then appear.

- Accepted forms of Work History documentation are listed at the top of the submission screen.
- Be sure the documentation you are submitting for your Work History lists a start date. (W-2s will not work as they do not list a start date)
- Be sure the start date you list on your submission matches exactly the start date listed on the documentation you are uploading.
- Please reach out to urpd@usu.edu if you have any questions. Reaching out to URPD before you submit your Work History can save you time if you are unsure about your documentation.

For additional assistance with the CAC Web application, reach out to your regional Care About Childcare agency.