

UTAH AFTERSCHOOL PROFESSIONAL DEVELOPMENT INCENTIVE

2024–2025

TO INCREASE THE QUALITY OF
AFTERSCHOOL PROGRAMS



HOW TO APPLY
FOR THE
**UTAH AFTERSCHOOL
PROFESSIONAL
DEVELOPMENT
INCENTIVE**



BECOME AN AFTERSCHOOL PROFESSIONAL

ENHANCE YOUR SKILLS

HELP YOUTH EXCEL

EARN A FINANCIAL AWARD



AFTERSCHOOL PROFESSIONAL DEVELOPMENT INCENTIVE

Expectations for afterschool programs are high. Education reformers point to the potential of afterschool and summer programs to close achievement gaps, increase third grade reading proficiency and improve community outcomes. Year after year more research shows these goals can be achieved. Of course, Utah will not be able to sustain these outcomes without a quality workforce.

The Utah Afterschool Professional Development Incentive is one key way to develop workforce and program quality. The Afterschool Professional Development Incentive provides an aligned professional development system that provides supportive coursework, a registry to track professional accomplishments and a system of professional recognition.

Your participation in the Afterschool Professional Development Incentive is an important milestone in your career. The professional learning opportunities provide a continuum of learning that will help you offer the highest quality service to Utah families.

AFTERSCHOOL PROFESSIONAL DEVELOPMENT INCENTIVE GOALS



- Increase the quality of afterschool programs through highly trained staff
- Retain afterschool professionals in the field
- Encourage ongoing education and training specific to program needs



"Thank you for your commitment to improving the quality of care and education you provide every day. Your hard work and dedication to learning new skills through professional development help us create better learning environments for youth across the state. Your efforts are essential to the families and communities you serve, and we appreciate everything you do to grow as a professional in the field."

—Heather Thomas, Director, Utah Office of Child Care



"We celebrate the afterschool professionals of Utah for their commitment to building these important skills. Because of this work, you make a difference in the lives of children and youth!"

—Heidi Ham, Vice President
of Programs and Strategy
National AfterSchool Association

ABOUT THE AFTERSCHOOL PROFESSIONAL DEVELOPMENT INCENTIVE

ELIGIBILITY REQUIREMENTS

Afterschool programs include any program operating during non-school hours, including before school, after school, summer and other school breaks. To be eligible for participation in the Afterschool Professional Development Incentive system, participants must meet all of the following requirements:

1. Must work for a program that is eligible to receive money from the Department of Workforce Services Office of Child Care, but may or may not be currently receiving money. To determine if your program is eligible, please refer to the Frequently Asked Questions section at utahafterschool.org/incentive.
2. Must be at least 18 years of age and be currently employed in an afterschool program that is open at least 10 hours per week.
3. Must work at least 10 hours per week directly with youth ages 5-18 in an afterschool program OR directly supervise those who work with youth ages 5-18 in an afterschool program.
4. Must satisfy all requirements for the level corresponding to your work experience in the afterschool field. To determine which level you are eligible for, complete the "Afterschool Professional Incentive Verification Form" found at utahafterschool.org/incentive.



TRAINING AND PROFESSIONAL ACTIVITIES

- No specific training topics are required, allowing you to create a unique professional development plan that will best support your work.
- When completing the "Afterschool Professional Development Incentive Verification Form," only include trainings and professional activities that have been completed within the previous 12 months prior to your application date. Trainings submitted on past applications may not be listed on the current application.
- Pre-service training required by Child Care Licensing (also known as "Foundations for Success") can only be listed with Section 2 trainings.
- At least 20 hours of training must be documented in Section One, with a total of 30 hours across Section One and Section Two.

PROFESSIONAL DEVELOPMENT INCENTIVE (PDI)

- If you work in a licensed childcare center a minimum of 20 hours per week with youth ages 5-12, you could be eligible for the PDI. If you work less than 20 hours and are not eligible for the PDI, you may be eligible for the Afterschool Professional Development Incentive.
- If you are eligible for both the Afterschool Professional Development Incentive and the PDI, you may decide which award to apply for, but only one award may be received within a fiscal year. For more information about the PDI, visit urpd.usu.edu.

RANDOM AUDITS

- If you are selected for a random audit, you will need to provide all documentation that is requested within the time-frame set by UAN.
- Failure to provide all documentation will result in an incomplete application and will not be processed.



LEVEL REQUIREMENTS & FINANCIAL AWARDS

Afterschool Professional Development Incentive Level	Work Experience	Training Requirements	Professional Activity Unit Requirements	Award Amount
Level 1	1 school year	30 hours	10 units	\$150
Level 2	2 school years	30 hours	20 units	\$250
Level 3	3 school years	30 hours	30 units	\$350
Level 4	4 school years	30 hours	40 units	\$450
Level 5	5 school years	30 hours	50 units	\$550
Level 6	6 school years	30 hours	60 units	\$700
Level 7	7 school years	30 hours	70 units	\$850
Level 8	8+ school years	30 hours	80 units	\$1,000



The award amount and level requirements are subject to change.

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HOW TO APPLY FOR THE AFTERSCHOOL PROFESSIONAL DEVELOPMENT INCENTIVE

- Complete and email** the Afterschool Professional Development Incentive Application to:
professionallearning@utahafterschool.org
- Complete** the electronic Afterschool Professional Development Incentive Verification Form and email as an excel file to:
professionallearning@utahafterschool.org

If follow-up is required for incomplete applications received by the April 11, 2025 deadline, UAN will provide basic support. Complete applications with all required documentation will be reviewed for a financial award.

**APPLICATION
DEADLINE:
APRIL 11, 2025 AT
5:00 PM**

Apply at utahafterschool.org/incentive