



State of Utah
Department of Workforce Services
UTAH PROFESSIONAL DEVELOPMENT SYSTEM
INSTRUCTOR APPROVAL APPLICATION



Before an individual begins teaching, this form and accompanying documents must be submitted to the statewide Professional Development Specialist at the Office of Child Care. If you have any questions regarding this form or the instructor approval process, please contact Heather Thomas, Office of Child Care Professional Development Specialist, at heatherthomas@utah.gov.

Please submit the following checklist items:

- Instructor Approval Application
- Current resume
- Transcripts **or** a copy of credential/certificate
- Signed copy of the Instructor Agreement

SECTION 1: INSTRUCTOR INFORMATION

Name: _____
Last First

Home Address:

Street Address: _____ Apartment/Unit #: _____

City: _____ State: _____ ZIP Code: _____

Home Phone: _____ **Alternate Phone:** _____

Email: _____

Courses Requesting to Teach (see below for required qualifications):

- Basic Level Advanced Level

SECTION 2: INSTRUCTOR QUALIFICATIONS

Basic Level Instructor (Levels 1-3):

Applicant must have:

<ul style="list-style-type: none"> • Current valid Child Development Associate (CDA) <i>or</i> • Current valid Certified Childcare Professional (CCP) <i>or</i> • High School Skills Certificate (ECE) 	<ul style="list-style-type: none"> • Six years of paid professional experience working directly with children 	<ul style="list-style-type: none"> • Minimum of six months experience of direct responsibility for professional development of adults <i>or</i> • Demonstrated knowledge of adult learning and training
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NOTE: Instructors who meet Basic Instructor requirements and have a current CDA may teach Endorsement courses as follows:

- Infant Toddler CDA may teach the Infant Toddler Endorsement.
- Family Child Care CDA may teach the Family Child Care Endorsement.
- Preschool CDA may teach the School Readiness Endorsement.

Advanced Level Instructor (Levels 1-3 and 5-8):

<ul style="list-style-type: none">• Associate degree <i>or</i>• Bachelor's degree <i>or</i>• Master's degree <p>(Listed below.)</p>	<ul style="list-style-type: none">• Required ECE courses <p>(See below. ECE courses must be listed for approval.)</p>	<ul style="list-style-type: none">• Two years of paid professional experience working directly with children	<ul style="list-style-type: none">• Minimum of six months experience of direct responsibility for professional development of adults <i>or</i>• Demonstrated knowledge of adult learning and training
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Please list the following requirements including course ID number and title below as shown on transcripts and highlight corresponding courses on transcript for verification:

- Degree: _____
- Intro to Early Childhood/Developmentally Appropriate Practices:

- Infant Development – Birth to 3 years or current Infant Toddler CDA:

- Child Development – Birth to 8 years:

- Principles of Positive Guidance:

NOTE: If an applicant has met all course and educational requirements **except** Infant Development – Birth to 3 Years or current Infant Toddler CDA, they will be given the option of:

1. Completing a training plan: Within three years the instructor must take an Infant Development course from an accredited institution of higher learning or complete an alternative route to approval in collaboration with the Office of Child Care Professional Development Specialist,
or
2. Opting out of training courses in which the main content is infant/toddler development.

SECTION 3: EQUIVALENCY OPTIONS

The following are options an instructor may use for approval if the above requirements are unmet. The Department of Workforce Services, Office of Child Care and the Utah Registry for Professional Development reserve the right to approve or deny equivalencies.

- If an applicant is a current faculty member in a department that includes Early Childhood studies at an approved institution of higher education, he or she must provide verification of employment as current faculty in lieu of academic transcripts.
- If an applicant lacks experience in the field or experience with adult learning, he or she must have a current valid CDA, CCP or ECE High School Skills Certificate *and* a bachelor's degree

with the following courses (please list degree and courses above and submit verification of additional credential):

- Introduction to Early Childhood/Developmentally Appropriate Practice
- Infant Development – Birth to 3 years or current Infant Toddler CDA
- Child Development – Birth to 8 years
- Principles of Positive Guidance

Conditional Status: If an applicant meets most but not all of the course requirements he or she may be able to train on a conditional status. A three-year professional development plan shall be included with the Instructor Approval Application. Progress on the plan will be submitted on an ongoing basis. If all agreed-upon training requirements are not complete within three years, the instructor will forfeit his or her approved status.

SECTION 4: SUBMITTER INFORMATION

Please indicate in which counties the trainer is willing to provide training:

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|------------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Beaver | <input type="checkbox"/> Garfield | <input type="checkbox"/> Piute | <input type="checkbox"/> Tooele |
| <input type="checkbox"/> Box Elder | <input type="checkbox"/> Grand | <input type="checkbox"/> Rich | <input type="checkbox"/> Uintah |
| <input type="checkbox"/> Cache | <input type="checkbox"/> Iron | <input type="checkbox"/> Salt Lake | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Carbon | <input type="checkbox"/> Juab | <input type="checkbox"/> San Juan | <input type="checkbox"/> Wasatch |
| <input type="checkbox"/> Daggett | <input type="checkbox"/> Kane | <input type="checkbox"/> Sanpete | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Davis | <input type="checkbox"/> Millard | <input type="checkbox"/> Sevier | <input type="checkbox"/> Wayne |
| <input type="checkbox"/> Duchesne | <input type="checkbox"/> Morgan | <input type="checkbox"/> Summit | <input type="checkbox"/> Weber |
| <input type="checkbox"/> Emery | | | |

To be completed by training coordinator or training supervisor (if applicable):

- I reviewed the enclosed transcripts *or* certification and resume and believe this instructor to be qualified to teach Career Ladder level classes without any further course work.
- I reviewed the enclosed transcripts and resume, and believe that this instructor **does** have all required course work **except** Infant Development – Birth to 3. This instructor has opted out of teaching any Career Ladder courses in which the main content is infant/toddler development.
- I reviewed the enclosed transcripts *or* certification and resume, and believe that this trainer **does not** currently have all the required course work, but I believe him/her to be qualified to teach Career Ladder level classes. A professional development plan is enclosed.

Print Submitter's Name: _____

Date of Submission: _____

Please mail or email the trainer submission form and all documents to:

Heather Thomas – Professional Development Specialist
Office of Child Care – Department of Workforce Services
140 E. 300 S.
Salt Lake City, UT 84111
heatherthomas@utah.gov

Equal Opportunity Employer Program

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