



## ONLINE TRAINING ENTITY APPROVAL APPLICATION

### Online Training Entity Information

Date of application: \_\_\_\_\_

Name of online training entity: \_\_\_\_\_

Website address: \_\_\_\_\_

Professional contact designee: \_\_\_\_\_

Job title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### Online Course Information

Course designers' minimum 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: \_\_\_\_\_

Explain how participants are uniquely identified within the website:

Explain how assessment and participant accountability are built into the courses:

Check all that apply:

- Courses on this website provide accredited Continuing Education Units (CEUs) documented by a certificate of completion (*attach a sample copy of a certificate*)
- Courses are IACET approved for Continuing Education Units (CEUs)
- Courses on this website provide clock hours documented by a certificate of completion (*attach a sample copy of a certificate*)
- Courses on this website are created in partnership with an institution of higher education accredited by a member of the Council for Higher Education Accreditation (CHEA) (*attach evidence of partnership*)

Explain how the Utah Office of Child Care can access a full online course for review at no cost:

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Please mail or email this completed form 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.