



State of Utah  
Department of Workforce Services  
Office of Child Care  
**UTAH COMMUNITY TRAINING  
CURRICULUM APPROVAL APPLICATION**



**Sponsoring Organization or Professional Information**

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

Name of sponsoring organization or professional: \_\_\_\_\_

Name of sponsoring organization or professional contact designee: \_\_\_\_\_

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

Address of sponsoring organization or professional:

Street: \_\_\_\_\_

City and State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

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, sponsoring designee must submit an Instructor Approval Application and signed Instructor Agreement and receive approval from OCC prior to the new instructor teaching the course.

**Training Information**

Course Name: \_\_\_\_\_

Type of Training:  Face to Face  Online  Webinar

Cost of Training: \_\_\_\_\_

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 in which Training will be presented:  English  Spanish  Other: \_\_\_\_\_

Language in which Materials will be presented:  English  Spanish  Other: \_\_\_\_\_

Learning Objectives (specific and measurable):

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

CDA Competency Area (if applicable):

- Planning a safe and healthy learning environment
- Advancing children’s physical and intellectual development
- Supporting children’s social and emotional development
- Building productive relationships with families
- Managing an effective program
- Maintaining a commitment to professionalism
- Observing and recording children’s behavior
- Understanding principles of child development and learning

Utah Core Competencies addressed (required to list at least three):

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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

---

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.