

# Utah Career Ladder System - Approved Professional Activities List

Approved professional activities go above and beyond a professional’s current job responsibilities and demonstrate a commitment to leadership, engagement in learning and sharing knowledge with others in order to advance the youth and early childhood education field.

## Engage in Collaborative Learning to Inform Practice

Professional Activity	Documentation
Attend an in-person local, regional, statewide or national professional conference relevant to the youth or early childhood education field.	<i>Only session seat time may be counted. Submit a conference certificate or other documentation to confirm proof of attendance. Documentation must include your name, conference name, date(s) and number of training hours attended.</i>
Attend a Care About Childcare resource night in which a guest speaker from a community agency presents on a youth or early childhood resource, service or topic.	<i>Only guest speaker presentation time may be counted. Submit a certificate from Care About Childcare to confirm proof of attendance. Documentation must include your name, guest speaker name and topic, date and number of training hours attended.</i>

## Share Knowledge with Others in the Field

Professional Activity	Documentation
Present at an in-person local, regional, statewide or national professional conference relevant to the youth or early childhood education field.	<i>Only presentation time may be counted. Submit a program or materials with your name listed as a presenter or an attestation from the conference organizer. Documentation must include date, time and length of the presentation.</i>
Present as a guest speaker for a college course or seminar on youth or early childhood education topics.	<i>Only presentation time may be counted. Submit a program or materials with your name listed as a presenter or an attestation from college/university faculty. Documentation must include date, time and length of the presentation.</i>
As a professional in the field, contribute written content to a youth or early childhood education publication.	<i>Written content must be submitted with your name listed as the author/contributor. A maximum of five hours will be awarded for each publication. Documentation must include the date of the publication.</i>

## Leadership Role in the Field

Professional Activity	Documentation
Serve as a professional member of a committee for an appropriate local, regional, statewide or national professional or advocacy organization in the youth or early childhood education field.	<i>Only meeting hours may be counted. Must submit documentation of minutes with your name listed on attendance or an attestation from the committee chair or another member about the dates/times in attendance.</i>
Serve as a board member of a local, regional, statewide or national professional or advocacy organization in the youth or early childhood education field.	<i>Only meeting hours may be counted. Must submit documentation of minutes with your name listed on attendance or an attestation from the board chair or another member about the dates/times in attendance.</i>

### **Career Ladder System**

Ten professional activity hours may be counted towards clock hour requirements to earn Career Ladder Level 5, 6, 7 or 8.

### **Child Care Quality System (CCQS)**

A maximum of 10 professional activity hours may be used as part of the Career Ladder approved annual training for each individual counted within Domain 3: Leadership and Professional Development and Domain 4: Management and Administration.

### **Submit Professional Activities**

- Documentation of professional activities shall be submitted on an individual's registry profile at <https://careaboutchildcare.utah.gov>.
- For detailed information on how to add to your URPD transcript, please visit <https://urpd.usu.edu/how-to-add-a-non-cl-trainingawardcertificate-to-your-cac-transcript>.
- Once submitted, professional activities will be verified and approved by the Utah Registry for Professional Development (URPD).
- **Questions?** Please contact your [local Care About Childcare agency](#) or URPD at [urpd@usu.edu](mailto:urpd@usu.edu) or 1-855-531-2468.