



Utah Professional Development System Instructor Approval Application

Before an individual begins training for an approved training agency, the agency must submit this form and accompanying documents to the statewide Professional Development Specialist at the Office of Child Care. If you have any questions regarding this document or the instructor approval process, please contact KC Hutton, Office of Child Care Professional Development Specialist, at 801-526-4406.

To add an instructor to the Career Ladder approved training agency, please submit:

- Instructor Approval Application
- Current Resume and Transcripts **or** a copy of Credential/Certificate
- Signed copy of the Instructor Agreement

Section 1: Instructor Information Attachments

Name:

Last

First

Home Address:

Street

City

Zip

Home /Mobile Phone (____)_____ Work Phone ()_____

E-mail Address_____

Courses Requesting to Teach:

- Basic Level Advanced Level Specialty _____

Section 2: Instructor Qualifications

Basic Level Instructor: Current valid Child Development Associate (CDA) or current valid Certified Childcare Professional (CCP) or ECE High School Skills Certificate **and** six years of paid professional experience working directly with children. **Plus** a minimum of 6 months experience of direct responsibility for professional development of adults and demonstrated knowledge of adult learning and training.

Individuals that meet the above qualifications can teach Career Ladder Level Courses 1-3. If an individual has a Family Child Care CDA they can teach Career Ladder Level Courses 1-3 and the Family Child Care Endorsement Course. If an individual has an Infant/Toddler CDA they can teach Career Ladder Level Course 1-3 and the Infant Endorsement Course.

Advanced Level Instructor: Associate's, Bachelor's or Master's Degree **and** two years of paid professional experience working directly with children. Degree documentation must include transcripts. **Plus** a minimum of 6 months experience of direct responsibility for professional development of adults and demonstrated knowledge of adult learning and training.

Individuals that meet the above qualifications can teach all Career Ladder Courses

Transcripts from an approved accredited institution of higher learning must include: **(Please list Course ID AND Title and include Course Description if Course Title is not descriptive of the requirement)**

' Intro to Early Childhood/Developmentally Appropriate Practices – ***please list***

' Infant Development – Birth to 3 years – ***please list***

' Child Development – Birth to 8 years – ***please list***

' Principles of Positive Guidance – ***please list***

Note: If an applicant has met all course and educational requirements, but does not have Infant Development- Birth to 3 Years, they will be given the option of:

1. Being placed on a training plan- This means within a three year time span they must take the Infant Development course from an accredited institution of higher learning
OR
2. Opting out of training courses whose main content is infant/toddler development

Specialty instructors: may train in their field of expertise and need to have a current license, certification, or Bachelor's Degree in that field **plus** two years of experience related to the specialty area.

Individuals that meet the above qualifications can only teach specific Career Ladder Level Courses related to their area of expertise.

Section 3: Equivalency Options

There are many different ways in which an individual can meet the required coursework or equivalencies when applying to become an instructor. The following list is comprised of a general overview of equivalencies. However, the list is not all inclusive and final approval for equivalent coursework must come from the Child Care Professional Development Institute.

- If an applicant is a current faculty member in a department that includes Early Childhood studies at approved institutions of higher education, he or she must provide verification of employment as current faculty.
- If an applicant has a Master's, Bachelor's or Associate's Degree unrelated to Child Development or Education, but has the following four college level courses:
 - Introduction to Early Childhood/Developmentally Appropriate Practice
 - Child Development- Birth to 8 years
 - Infant Development-Birth to Three years
 - Principles of Positive Guidance
- If an applicant has a Bachelor's Degree (unrelated to Child Development or Education) and a current valid Infant CDA, CCP or ECE High School Skills Certificate and the following three college level courses:
 - Introduction to Early Childhood/Developmentally Appropriate Practice
 - Child Development- Birth to 8 years
 - Principles of Positive Guidance

- If an applicant has a Bachelor’s Degree (unrelated to child development or education) and a current valid Preschool CDA,CCP or ECE High School Skills Certificate and the following three college level courses:
 Introduction to Early Childhood/Developmentally Appropriate Practice
 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 training plan needs to 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 6: Submitter Information

Please indicate which counties the trainer is willing to provide training.

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

___ I have reviewed the enclosed transcripts and resume **or** certification and believe this trainer to be qualified to teach Career Ladder level classes without any further course work.

___ I have reviewed the enclosed transcripts and resume, and believe that this trainer does have all required course work **except** Infant Development— Birth to 3. However, this trainer has opted out of training any Career Ladder courses whose main content is infant/toddler development.

___ I have reviewed the enclosed transcripts 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 training plan is enclosed.

Print Submitters Name _____

Date of Submission _____

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

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