



Training Calendar and Registry Steps: **Ensuring Career Ladder Credit for Participants**

1. Organization designee will send the following information to OCC PD Specialist, KC Hutton, via email (khutton@utah.gov) in order to have class accepted and scheduled for Career Ladder Credit. **This must be done no less than 1 week prior to class date.**

- Title of Class
- County where class will be taught
- Cost of class
- Deadline for Registration
- Level(s) the class is good for on the CL
- Short description of the class
- Location (address) of where the class is being taught
- Instructor
- Number of sessions
- Session times
- Session Dates
- Capacity

* Note: Organizations may submit their own organization-created calendars at monthly or quarterly intervals provided the calendars include all required information; or, organizations may use the **Class to Be Entered on Training Registry form**. Level(s) the class is good for on the Career Ladder can be found on the CCPDI website list of Approved Career Ladder Classes: <http://www.ccpdi.usu.edu/professional-development/approved-career-ladder-courses>

2. OCC will send approval to CCPDI to upload information to the Training Calendar and Registry so that the class(es) can be posted.
3. Organization and/or instructors will advertise the class and enroll participants.
4. Class taught by instructors using paperwork listed below:
 - Participant Code of Conduct: these are to be reviewed and signed by each participant, and kept on file at Organization.
 - Participant Information Form: these are to be filled out by each participant and returned to PD Specialist with the final paperwork.

- Participant Sign In Sheet: these are to be filled out by the instructor to reflect all course information and hours of participation, signed by participants, and returned to PD Specialist with the final paperwork by the instructor. *Note: Organizations may choose to use their own sign in sheets; however, sheets should look professional and include:
 - Training name
 - Instructor's name
 - Training date(s)
 - Training location
 - Printed participant name
 - Signed participant name
- Evaluations: these are to be filled out by the participants during the last class and kept on file at Organization for periodic review as requested.

5. Career Ladder Certificates are issued to participants as per agreement listed below:

- Career Ladder certificates are to be given to participants for participation on the Career Ladder. Organizations may add their own logos in on the right lower corner of the certificate. Please make sure that the dates and hours reflect **all** hours of work. ***Participants who do not participate in all hours of training are not eligible for Career Ladder credit. Trainings not submitted to the Registry are NOT eligible for Career Ladder credit.***
- If a class has not qualified for Career Ladder credit, due to not being submitted to the Registry on time, or because participants did not attend all hours of training, instructors may provide participants with their own, organization-created certificate to be used for licensing hours. ***Do not provide a Career Ladder certificate in these cases.***

6. Organization needs to return final paperwork (Sign in Sheet and Participant Information Forms) to PD Specialist within 10 business days after the completion of the course.

7. PD Specialist will contact the Training Registry to post the Career Ladder Credit to participants' profiles.

*Note: in order for participants to receive credit, they must sign the sign in sheet and submit a Participant Information Form. Signing the sign in sheet indicates their presence; the Participant Information Form ensures that CCPDI credits the correct student with the correct class. **It is the instructors' responsibility to ensure the sign in sheet and Participant Information Forms match and are complete.**