



State of Utah
Department of Workforce Services
UTAH PROFESSIONAL DEVELOPMENT SYSTEM
INSTRUCTOR APPROVAL APPLICATION



Before an individual begins teaching, this form and accompanying documents must be submitted to and approved by the statewide Professional Development Specialist at the Office of Child Care. If you have any questions regarding this form or the instructor approval process, please contact Heather Adams, Office of Child Care Professional Development Specialist, at hadams@utah.gov.

Please submit the following items on the checklist:

- Instructor Approval Application (if applicable, include a conditional approval plan)
- Current resume
- Signed copy of the Instructor Agreement

SECTION 1: INSTRUCTOR INFORMATION

Name: _____
Last First

Home Address:

Street Address: _____ Apartment/Unit #: _____

City: _____ State: _____ ZIP Code: _____

Phone: _____ **Email:** _____

SECTION 2: INSTRUCTOR QUALIFICATIONS

Select the Instructor Level for which you are applying (see qualifications that follow):

- Basic Level
- Advanced Level
- Advanced Level with Infant/Toddler Requirement

Basic Level Instructor (Levels 1-3)

Applicants must have:

Education Qualifications <i>(listed on the applicant's URPD transcript at https://careaboutchildcare.utah.gov)</i>	Experience Qualifications <i>(included on the applicant's current resume submitted with this application)</i>	
<ul style="list-style-type: none"> • **Current valid Child Development Associate (CDA) <i>or</i> • Current valid Certified Childcare Professional (CCP) 	<ul style="list-style-type: none"> • Six years of paid professional experience working directly with children 	<ul style="list-style-type: none"> • Minimum of six months experience of direct responsibility for professional development of adults <i>or</i> • Demonstrated knowledge of adult learning and training

****NOTE:** Instructors who meet Basic Instructor requirements and have a current CDA may teach Endorsement courses as follows:

- Infant Toddler CDA may teach the Infant Toddler Endorsement.
- Family Child Care CDA may teach the Family Child Care Endorsement.
- Preschool CDA may teach the School Readiness Endorsement.

Advanced Level Instructor (Levels 1-3 and 5-8 except Infant/Toddler courses)

Applicant must have:

<p>Education Qualifications <i>(listed on the applicant's URPD transcript at https://careaboutchildcare.utah.gov)</i></p>	<p>Experience Qualifications <i>(included on the applicant's current resume submitted with this application)</i></p>	
<ul style="list-style-type: none"> • Level 9 or higher on Utah's Career Ladder <p><i>(Associate degree or higher with Career Ladder Level 8 or 15 ECE college credits)</i></p>	<ul style="list-style-type: none"> • Two years of paid professional experience working directly with children 	<ul style="list-style-type: none"> • Minimum of six months experience of direct responsibility for professional development of adults <i>or</i> • Demonstrated knowledge of adult learning and training

Advanced Level Instructor with Infant/Toddler Requirement (Levels 1-3 and 5-8)

Applicant must have all Advanced Level Instructor qualifications plus:

<p>Education Qualifications <i>(listed on the applicant's URPD transcript at https://careaboutchildcare.utah.gov)</i></p>
<ul style="list-style-type: none"> • Infant Development: Birth to 3 Years - 3 credit college course <i>or</i> • Current Infant Toddler CDA

SECTION 3: COUNTIES

Please indicate all of the counties in which you will provide training:

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

SECTION 4: PROFESSIONAL DEVELOPMENT STAFF REVIEW

To be completed by training coordinator or training supervisor (if applicable):

- I reviewed the applicant's URPD transcript and enclosed resume and believe this instructor to be qualified to teach Career Ladder level classes.
- I reviewed the applicant's URPD transcript and enclosed resume and believe that this trainer **does not** currently meet all requirements, but I believe him/her to be qualified to teach Career Ladder level classes. A conditional approval plan is enclosed.

Print Submitter's Name: _____ Date: _____

Please allow up to two weeks for processing and mail or email all documents to:

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

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.