



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 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.