State of Utah
Department of Workforce Services
Office of Child Care
ONLINE TRAINING ENTITY APPROVAL APPLICATION

Online Training Entity Information

Date of application: _____

Name of online training entity: _____

Website address: _____

Professional contact designee: _____

Job title: _____

Phone: _____   Email: _____

Online Course Information

Course designers' minimum qualifications:

☐ Child Development Associate (CDA)

☐ Associate degree in Early Childhood or related field

☐ Bachelor's degree in Early Childhood or related field

☐ Master's or doctoral degree in Early Childhood or related field

☐ Other: _____

Explain how participants are uniquely identified within the website:

Explain how assessment and participant accountability are built into the courses:

Check all that apply:

- ☐ Courses on this website provide accredited Continuing Education Units (CEUs) documented by a certificate of completion *(attach a sample copy of a certificate)*
- ☐ Courses are IACET approved for Continuing Education Units (CEUs)
- ☐ Courses on this website provide clock hours documented by a certificate of completion *(attach a sample copy of a certificate)*
- ☐ Courses on this website are created in partnership with an institution of higher education accredited by a member of the Council for Higher Education Accreditation (CHEA) *(attach evidence of partnership)*

Explain how the Utah Office of Child Care can access a full online course for review at no cost:

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