

Utah Career Ladder System - Approved Professional Activities List

Approved professional activities go above and beyond a professional's current job responsibilities and demonstrate a commitment to leadership, engagement in learning and sharing knowledge with others in order to advance the youth and early childhood education field.

Engage in Collaborative Learning to Inform Practice

Professional Activity	Documentation
Attend a local, regional, statewide or national professional conference or workshop relevant to the youth or early childhood education field.	<i>Only session time may be counted. Submit a conference or workshop certificate or other documentation to confirm proof of attendance. Documentation must include your name, sponsor or organization name, conference or workshop name, date(s) and number of training hours attended.</i>
Attend a Care About Childcare resource night in which a guest speaker from a community agency presents on a youth or early childhood resource, service or topic.	<i>Only guest speaker presentation time may be counted. Submit a certificate from Care About Childcare to confirm proof of attendance. Documentation must include your name, guest speaker name and topic, date and number of training hours attended.</i>

Share Knowledge with Others in the Field

Professional Activity	Documentation
Present at an in-person local, regional, statewide or national professional conference relevant to the youth or early childhood education field.	<i>Only presentation time may be counted. Submit a program or materials with your name listed as a presenter or an attestation from the conference organizer. Documentation must include date, time and length of the presentation.</i>
Present as a guest speaker for a college course or seminar on youth or early childhood education topics.	<i>Only presentation time may be counted. Submit a program or materials with your name listed as a presenter or an attestation from college/university faculty. Documentation must include date, time and length of the presentation.</i>
As a professional in the field, contribute written content to a youth or early childhood education publication.	<i>Written content must be submitted with your name listed as the author/contributor. A maximum of five hours will be awarded for each publication. Documentation must include the date of the publication.</i>

Leadership Role in the Field

Professional Activity	Documentation
Serve as a professional member of a committee for an appropriate local, regional, statewide or national professional or advocacy organization in the youth or early childhood education field.	<i>Only meeting hours may be counted. Must submit documentation of minutes with your name listed on attendance or an attestation from the committee chair or another member about the dates/times in attendance.</i>
Serve as a board member of a local, regional, statewide or national professional or advocacy organization in the youth or early childhood education field.	<i>Only meeting hours may be counted. Must submit documentation of minutes with your name listed on attendance or an attestation from the board chair or another member about the dates/times in attendance.</i>

Career Ladder System

Ten professional activity hours may be counted towards clock hour requirements to earn Career Ladder Level 5, 6, 7 or 8.

Child Care Quality System (CCQS)

A maximum of 10 professional activity hours may be used as part of the Career Ladder approved annual training for each individual counted within Domain 3: Leadership and Professional Development and Domain 4: Management and Administration.

Submit Professional Activities

- Documentation of professional activities shall be submitted on an individual's registry profile at <https://careaboutchildcare.utah.gov>.
- For detailed information on how to add to your URPD transcript, please visit <https://urpd.usu.edu/how-to-add-a-non-cl-trainingawardcertificate-to-your-cac-transcript>.
- Once submitted, professional activities will be verified and approved by the Utah Registry for Professional Development (URPD).
- **Questions?** Please contact your [local Care About Childcare agency](#) or URPD at urpd@usu.edu or 435-797-2468.