



## How To: Find Business and Leadership Courses for CCQS

Programs can receive [Child Care Quality System \(CCQS\)](#) points in Domain 4: Management and Administration, by taking both college and Career Ladder approved courses in the area of business or leadership.

Below is a **step-by-step guide about how to use the Care About Childcare website to search for Career Ladder approved business and leadership courses.** To learn more about what qualifies a course for business and leadership, please view our [Office of Child Care \(OCC\) CCQS Domains - Management and Administration policy](#).

**Please note:** To receive credit for business and leadership college courses, each course needs to be submitted individually on a user's Transcript with required documentation. To learn more about how to submit a community course to your Transcript, [click here](#).

Go to <https://careaboutchildcare.utah.gov> and log in with your UtahID.

Click on the "Professional Development" tile and then the "Course Catalog" tile.

A screenshot of the Care About Childcare website interface. At the top, there is a dark navigation bar with a home icon, 'Search for Care', 'Professional Development', 'My Profile', and a heart icon. Below this is a 'Logout' link. The main content area features a large image of a woman and a child playing with blocks. To the right of the image, it says 'WELCOME TO CARE ABOUT CHILDCARE, CAC' and 'User ID: 68742'. Below this is a light green box with the text 'Welcome to the State of Utah's Early Childhood and Youth Education Workforce Registry and Program Database.' Underneath is a section titled 'My Care About Childcare' containing three tiles: 'My Profile' (person icon), 'Professional Development' (graduation cap icon, circled in red), and 'Inbox' (envelope icon). At the bottom, there is a section titled 'Find a Child Care Program' with a magnifying glass icon and the text 'Search for Care'.



Cac Basic User PROFESSIONAL DEVELOPMENT

Welcome to the Professional Development section of Care About Childcare. View the Course Calendar to see upcoming course opportunities and register for classes in your area. Browse the Course Catalog to explore Career Ladder approved online and in-person course options to meet your professional development goals.

Course Calendar



Course Catalog



My Professional Development

Transcript



My Course Schedule



Career Ladder



Scholarships and Incentives



Endorsements



Course Cart



Cart History



Files



Once on the Course Catalog page, click on the three horizontal lines in the upper right corner of the page, scroll down and select the “Business and Leadership” filter. This will add an additional column to the page with the heading of “Bus/Ldrshp.”

Cac Basic User COURSE CATALOG

Search Filters Clear all

Apply Filters

Keyword

Career Ladder Level

Age Addressed

Subject Area

Organization/Institution

Course Name	Description	Ladder Level	Units/Hours	Org./Inst.
A Great Place for Kids: Creating Positive Learning Environments - Revised 2020	In this course participants will learn key components of quality early childhood environments, with a focus on creating ample opportunities for children to learn through play both indoors and outdoors. Participants will explore ways to improve their schedules, routines, transitions, interest centers...	Levels 2-3	10 Clock H	
A Powerful Profession: Professionalism for Early Childhood Educators (2022)	What does it mean to be a professional? What challenges and opportunities are facing the early childhood field? How can we advocate for others to recognize the importance of the work we do? Join this course to discuss these topics and more with fellow early childhood professionals.	Levels 2-3	10 Clock H	
A Relationship-Based Approach to Family Engagement (2022)	You've heard that families are children's first and most important teachers. Are you ready for families to become your program's first and most important partners? Join this course to learn how to create strengths-based, goal-oriented, culturally responsive relationships with families.	Levels 2-3 Levels 5-8	3.5 Clock H	
ABA Basics	In this workshop, participants will gain a basic understanding of the	Levels 2-3 Levels 5-8	2.5 Clock H	

Filter...

Clear all filters

Export all data as csv

Export visible data as csv

Columns:

- Course Name
- Description
- Ladder Level
- Units/Hours
- Org./Inst.
- Activation Date
- Age Addressed
- Bus./Ldrshp
- Cost
- Course Calendar Template
- Deactivation Date
- Instruction Type
- Registration Information
- Subject Area(s)
- # Units/Hours
- Unit/Hours Type

Next, click on the Business and Leadership column heading and select “Sort Descending.” This will bring all of the courses that are approved for business and leadership to the top of the Course Catalog results.

Cac Basic User COURSE CATALOG CHECKOUT

Search Filters Clear all

Keyword

Apply Filters

Career Ladder Level  Level 1  Levels 2-3  Levels 5-8

Age Addressed  Infant/Toddler  Preschool  School Age

Subject Area  Basic Child Development  Center Director  Child Development  Developing Your Child Care Business

Organization/Institution  CAC-CSS  CAC-Five County  CAC-USU  CAC-USU-E

Instruction Type

Course Name	Description	Ladder Level	Units/Hours	Org./Inst.	Bus./Ldrshp
A Great Place for Kids: Creating Positive Learning Environments - Revised 2020	In this course participants will learn key components of quality early childhood environments, with a focus on creating ample opportunities for	Levels 2-3	10 Clock Hours	All Care About Childcare Agencies, The Children's Centre	Sort Ascending Sort Descending Hide Column
A Powerful Profession: Professionalism for Early Childhood Educators (2022)	What does it mean to be a professional? What challenges and opportunities are facing the early childhood field? How can we advocate for others to	Levels 2-3	10 Clock Hours	All Care About Childcare Agencies, The Children's Center	
A Relationship-Based Approach to Family Engagement (2022)	You've heard that families are children's first and most important teachers. Are you ready for families to become your program's first and most	Levels 2-3 Levels 5-8	3.5 Clock Hours	All Care About Childcare Agencies, The Children's Center	
ABA Basics	In this workshop, participants will gain a basic understanding of the functions of the functions of behavior. They will gain knowledge regarding how to increase	Levels 2-3 Levels 5-8	2.5 Clock Hours	All Care About Childcare Agencies, The Children's Center	

Cac Basic User COURSE CATALOG CHECKOUT

Search Filters Clear all

Keyword

Apply Filters

Career Ladder Level  Level 1  Levels 2-3  Levels 5-8

Age Addressed  Infant/Toddler  Preschool  School Age

Subject Area  Basic Child Development  Center Director  Child Development  Developing Your Child Care Business

Organization/Institution  CAC-CSS  CAC-Five County  CAC-USU

Course Name	Description	Ladder Level	Units/Hours	Org./Inst.	Bus./Ldrshp
Administrative Leadership	The purpose of the Administrative Leadership course is to familiarize early childhood professionals with the knowledge and	Level 1 Levels 2-3 Levels 5-8	0.3 CEUs	Quorum eLearning/Quality Assist	✓
Advocacy for the Center, Parents, Children and Staff	This course examines the many reasons educators should advocate for their center, parents, children and staff and effective ways of doing so. Upon successful	Level 1 Levels 2-3 Levels 5-8	0.1 CEUs	ChildCare Education Institute	✓
Advocacy: Raising Awareness for the Early Childhood Professional	This lesson is about exploring advocacy to deepen our understanding of the early childhood system, and to deepen our roles as early	Level 1 Levels 2-3 Levels 5-8	1 Clock Hours	Better Kid Care	✓
Basics of Child Care: Sharing the Caring	In this family child care course,	Level 1 Levels 2-3	5 Clock Hours	CAC-USU	✓

Users can click into courses to learn more about the course content and see when the course is being taught. Users can then register for the course on the page or click into the course calendar and search for the course to see when upcoming sessions will be available.

COURSE CATALOG ENTRY

Course Name	CCQS: From Application to Award for Centers
Template ID #	502
Organization/Institution	All Care About Childcare Agencies The Children's Center
Career Ladder Level	Levels 2-3 Levels 5-8
Subject Area	Center Director (SP-E4) Developing Your Child Care Business (SP-E10) Program Management (ACD-5) Specialty Course (SP)
Business or Leadership Course	Yes
Ages Addressed	Infant/Toddler Preschool School Age
Units/Hours	3 Clock Hours
Instruction Type	Face-to-Face
Description	This course supports center-based programs in obtaining a certified quality rating in Utah's Child Care Quality System (CCQS)
Website	Not available
Registration Information	Not available
Cost	\$5.00

Upcoming Courses Scheduled

Location Name	Address	Date(s)	
Virtual Zoom	Virtual Zoom, Salt Lake City, Utah,	07/12/2023	Q
Online	Taught Virtually through Zoom, , Utah,	08/23/2023	Q
Online	Taught Virtually Through Zoom, , Utah,	08/29/2023	Q

For additional assistance with the CAC Web application, reach out to your [regional Care About Childcare agency](#).