How To: Apply for a Career Ladder Level

The Care About Childcare website allows early learning and youth professionals to access training opportunities, register for courses, track and record professional development, participate in Utah's Career Ladder system, apply for scholarships and more.

Users are encouraged to participate in Utah's Career Ladder system, which provides a method for individuals to track professional accomplishments and recognize academic achievement. Additional information and an FAQ page on the Career Ladder system can be found on the Utah Registry for Professional Development (URPD) Career Ladder System page.
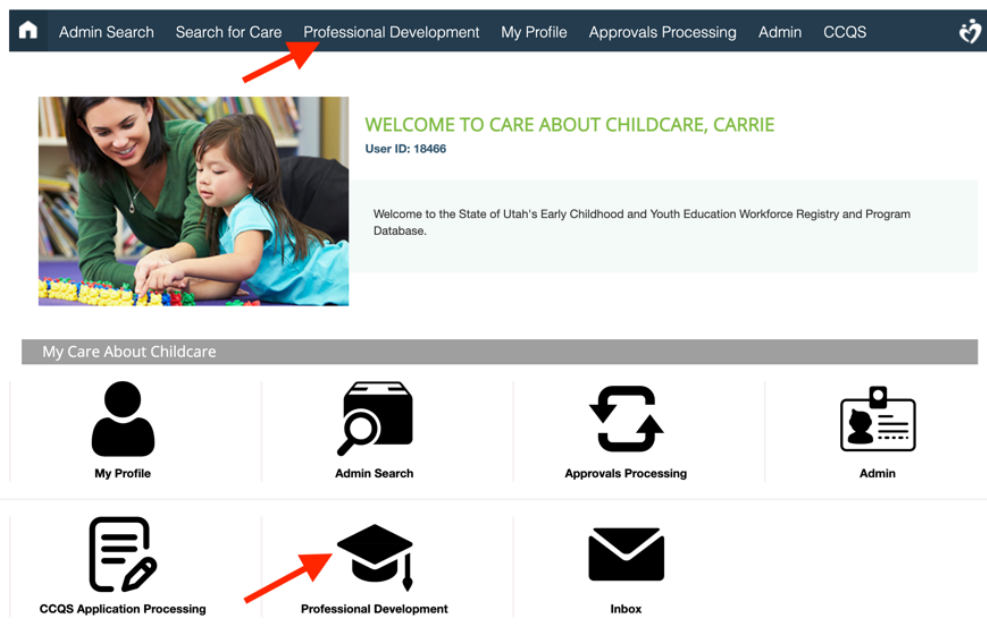
A video tutorial of the step-by-step process (starting at 3:29) to apply for a Career Ladder Level can be found here.

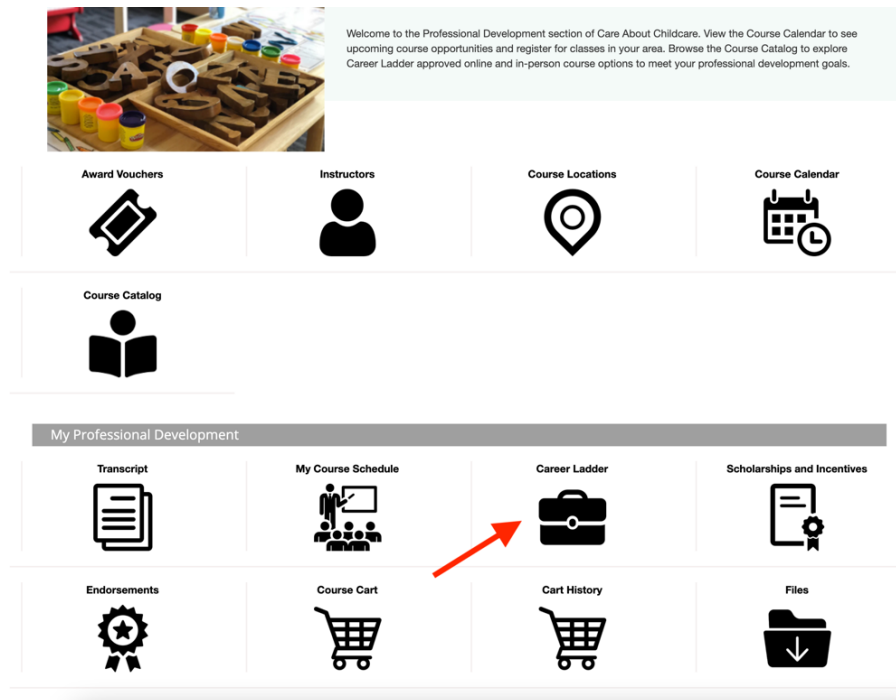Go to https://careaboutchildcare.utah.gov and log in with your Utah ID.

After logging in to your Care About Childcare profile, go to your Professional Development section.

You can access this two ways:
- Click on "Professional Development" on the navy blue banner toward the top of the page.
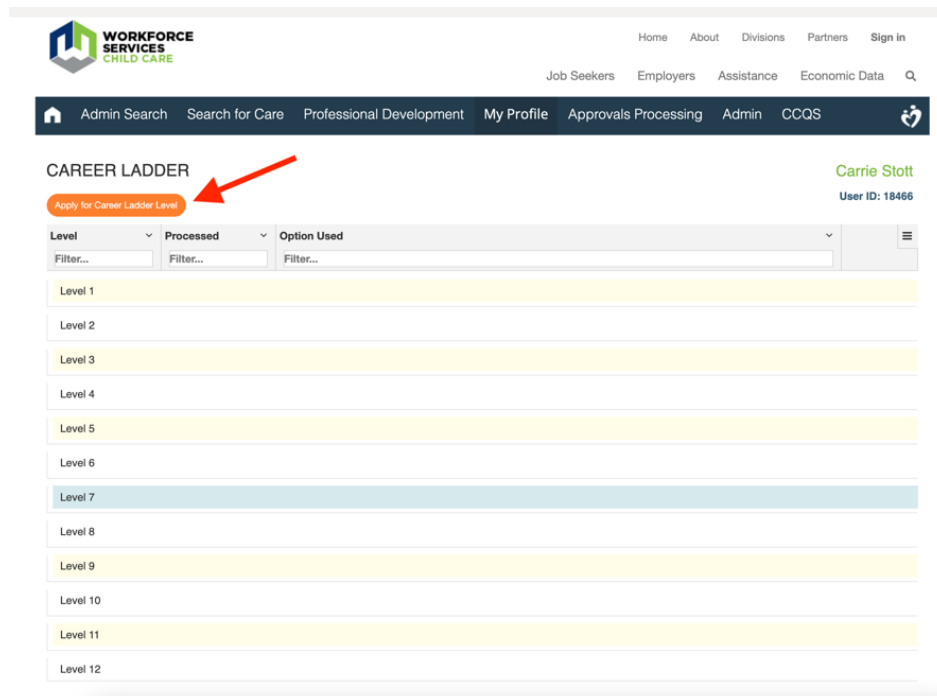- Click on the "Professional Development" tile under My Care About Childcare.

Click on the Career Ladder tile.

Tip:
Be sure that you have the courses, credentials and/or degrees listed on your Care About Childcare transcript necessary for the level you are applying for prior to submitting your application. Additional information about the Career Ladder can be found on the Utah Registry for Professional Development (URPD) website. If you need assistance with this, please reach out to URPD at urpd@usu.edu before applying for the Career Ladder level.

Click on the "Apply for a Career Ladder Level" orange button.

Select "Career Ladder" as the award type.

If you are not able to see the pull down menu options, refresh your page, and those selections should then appear.

Select the Career Ladder Level you would like to apply for.

Click the agreement box, and then, click "Submit."

URPD will receive your submission and process it within 1-5 business days. You will be notified by email when processing has completed, so please verify your email address is current on your profile's "Contact Information" page.

For additional assistance with the CAC Web application, reach out to your regional Care About Childcare agency.