



State of Utah  
Department of Workforce Services  
Office of Child Care



**ASYNCHRONOUS TRAINING  
CAREER LADDER CURRICULUM APPLICATION**

Date of application: \_\_\_\_\_

Name of sponsoring organization or training entity (if applicable):  
\_\_\_\_\_

Website address: \_\_\_\_\_

Contact person name: \_\_\_\_\_

Job title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Asynchronous Training Information:**

Course cost (include a range if this varies): \_\_\_\_\_

Course instruction time (include a range if this varies): \_\_\_\_\_

Language in which courses are presented:

- English                       Spanish                       Other: \_\_\_\_\_

Course designer's 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: \_\_\_\_\_

Credit for the course is awarded through (Check all that apply):

- Accredited Continuing Education Units (CEUs) documented by a certificate of completion (attach a sample copy of a certificate)  
 Clock hours documented by a certificate of completion (attach a sample copy of a certificate)  
 A 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 participants are uniquely identified within the website:

Explain how assessment and participant accountability are built into courses:

Sample course name: \_\_\_\_\_

Sample course learning objectives (specific and measurable):

References and Resources used (include title, author, format, etc.):

Utah Core Competencies addressed (must list three):

Access the Utah Core Competencies document [here](#).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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

**PRIOR TO SUBMISSION:** Review the *Asynchronous Curriculum Approval Rubric* found at <https://jobs.utah.gov/occ/urpd/courseapprove.html>

**Please email this completed form to:**

Hillary Christensen – Professional Development Specialist  
[hachristensen@utah.gov](mailto:hachristensen@utah.gov)

***Equal Opportunity Employer/Program***

Auxiliary aids (accommodations) 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.