



**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:

Heather Valentine Adams – Professional Development Specialist

hadams@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.