



State of Utah  
Department of Workforce Services  
Office of Child Care



**SYNCHRONOUS 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: \_\_\_\_\_

Name(s) of Proposed Instructor(s):

**NOTE:** If an instructor has not yet been approved by OCC or if a new instructor is assigned to this training at a later date, the sponsoring designee must submit an Instructor Approval Application and a signed Instructor Agreement. You must receive approval from OCC prior to a new instructor teaching the course.

**Course Information:**

Course name: \_\_\_\_\_

Type of Training:  In-Person  Live, Virtual

Course Cost: \_\_\_\_\_

Number of Training Sessions: \_\_\_\_\_

Capacity (# of participants who can enroll): \_\_\_\_\_

Total hours of instruction time (check one box):

2.5  5  10  20  40  Other: \_\_\_\_\_

Language(s) in which course will be presented:  English  Spanish  Other: \_\_\_\_\_

Language(s) in which materials will be 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)

Learning objectives: (specific and measurable):

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

CDA Competency Area(s) covered (if applicable):

- |                                                                |                                                                       |
|----------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Safe, Healthy Learning Environment    | <input type="checkbox"/> Effective Program Management                 |
| <input type="checkbox"/> Physical and Intellectual Development | <input type="checkbox"/> Commitment to Professionalism                |
| <input type="checkbox"/> Social and Emotional development      | <input type="checkbox"/> Observing and Recording Behavior             |
| <input type="checkbox"/> Relationships with Families           | <input type="checkbox"/> Principles of Child Development and Learning |

Utah Core Competencies addressed (must list three):

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

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

**NOTE:** Attach all available curriculum materials, including PowerPoint presentations, handouts, agendas and instructor curriculum guide for review.

**PRIOR TO SUBMISSION:** Review the *Synchronous 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](mailto: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.