

How To: Apply for a Professional Development Incentive (PDI)

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.

The Professional Development Incentive (PDI) encourages progression along [Utah’s Career Ladder](#) to eligible youth and early learning professionals as they achieve professional development milestones. To learn more about the PDI, please visit the Utah Registry for Professional Development (URPD) [Scholarships and Financial Support](#) page.

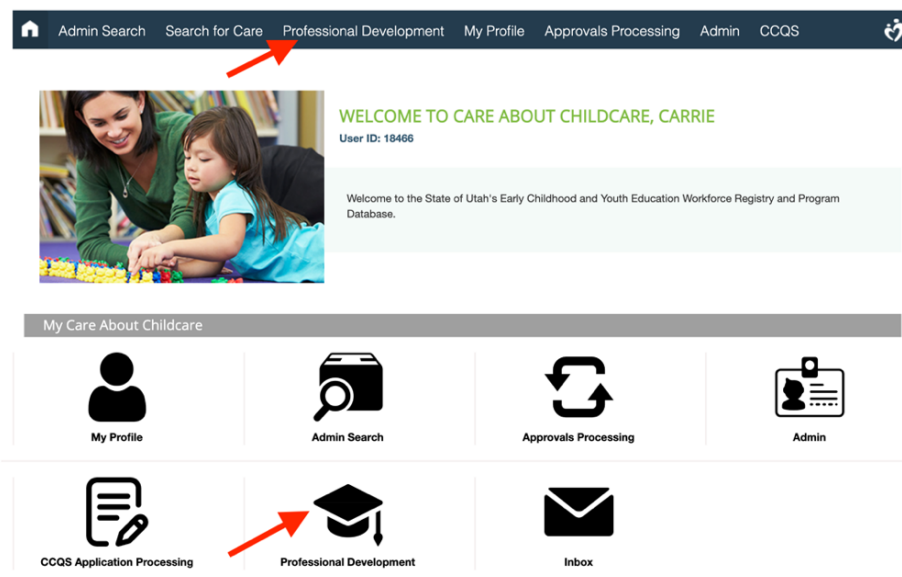
A video tutorial of the step-by-step process (starting at 6:10) to apply for a Professional Development Incentive (PDI) can be found [here](#).

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

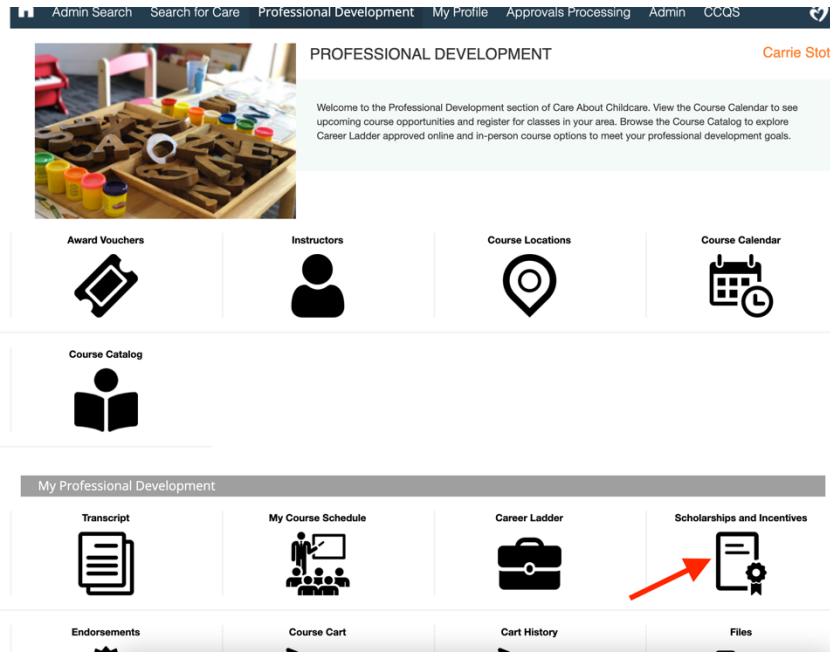
After logging in to your Care About Childcare profile go to your “Professional Development” section.

You can access this two ways:

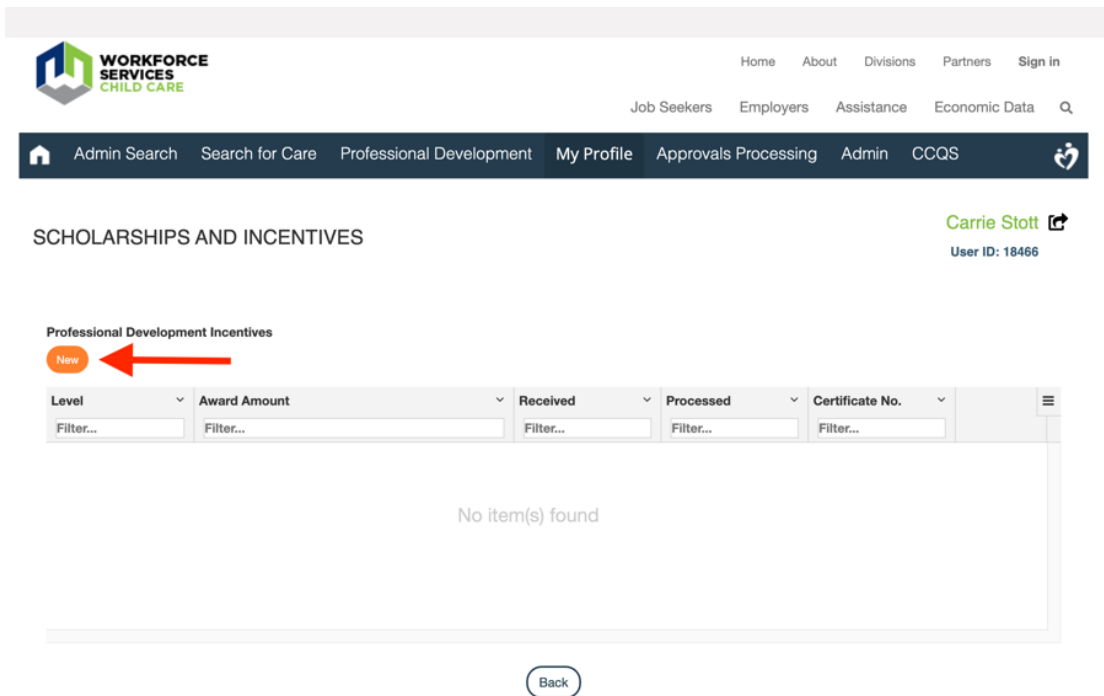
- Click on “Professional Development” on the navy blue banner toward the top of the page.
- Click on the “Professional Development” tile under My Care About Childcare.



Click on the 'Scholarships and Incentives' tile



Click on the orange 'New' button under Professional Development Incentives.



Please note that you must have a Career Ladder level awarded in order to earn a PDI. If you are not eligible, you will see this screen informing you that you are not currently eligible because you must apply for the corresponding Career Ladder Level first.

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PROFESSIONAL DEVELOPMENT INCENTIVE APPLICATION Carrie Stott
User ID: 18466

The Professional Development Incentive (PDI) may be awarded to eligible applicants at the completion of each Career Ladder level earned. Refer to our [Career Ladder System](#) page for more information on the requirements for each level. You must apply for the new Career Ladder level from your Career Ladder page prior to applying for the corresponding PDI level. Please visit our [Scholarships and Financial Support](#) page for more information about PDIs and eligibility.

SECTION 1: Professional Development Incentive Level

You are not currently eligible to receive a Professional Development Incentive (PDI). Prior to applying for a PDI, you must apply for a corresponding Career Ladder level for which you have not received a Professional Development Award or PDI previously.

Contact Us

Email urpd@usu.edu

Phone 1-855-531-2468

Address Utah Registry for Professional Development
6515 Old Main Hill
Logan, UT 84322

[Cancel](#)

If you are eligible to apply for a PDI, you will see the application screen when you click on the Orange New button. Please fill in all fields, and click “Submit.”

PROFESSIONAL DEVELOPMENT INCENTIVES APPLICATION PROCESSING

SECTION 1: Professional Development Incentive Level

Select all that apply

- Level 1 - \$350 (\$100 + \$250 COVID-19 Relief Bonus)
- Level 2 - \$450 (\$200 + \$250 COVID-19 Relief Bonus)
- Level 3 - \$450 (\$200 + \$250 COVID-19 Relief Bonus)
- Level 4 - \$550 (\$300 + \$250 COVID-19 Relief Bonus)
- Level 5 - \$650 (\$400 + \$250 COVID-19 Relief Bonus)
- Level 6 - \$650 (\$400 + \$250 COVID-19 Relief Bonus)
- Level 7 - \$650 (\$400 + \$250 COVID-19 Relief Bonus)
- Level 8 - \$650 (\$400 + \$250 COVID-19 Relief Bonus)
- Level 9 - \$750 (\$500 + \$250 COVID-19 Relief Bonus)
- Level 10 - \$1,250 (\$1,000 + \$250 COVID-19 Relief Bonus)
- Level 11 - \$1,750 (\$1,500 + \$250 COVID-19 Relief Bonus)
- Level 12 - \$2,250 (\$2,000 + \$250 COVID-19 Relief Bonus)

SECTION 2: Eligibility and Agreements

- I have been continuously employed for at least 20 hours per week for the last 12 consecutive months at a DWS Eligible child care center or family child care program(s) licensed by the Utah Department of Health, Child Care Licensing that cares for children birth through age 12.
- The program in which I work is open 12 months per year, at least five days per week and at least six hours per day. (Occasional closures do not cause a program to be ineligible. Examples of occasional closures could include staff training days or holidays.)
- I am at least 18 years of age.

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

PDI's could take up to six weeks to process, but you will be notified within five business days of your application as to the next steps.

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