

**Child Care  
Professional Development Institute**

# **Provider Professional Development Programs**

**Career Ladder**

**Training & Longevity  
Supplement**

**Training Scholarships**

**Statewide Training  
Registry**

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# CHILD CARE PROFESSIONAL DEVELOPMENT INSTITUTE

The Child Care Professional Development Institute (CCPDI) is a joint program of the Utah Office of Child Care and Salt Lake Community College. Funding is provided by the Utah Department of Workforce Service's Office of Work & Family through the Child Care Development Fund Block Grant.

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**Welcome** to the Child Care Professional Development Institute (CCPDI), professional development programs for child care providers. These programs work to improve the quality of care offered to children in Utah by increasing their caregivers' training and reducing caregiver turnover.

### **The Career Ladder Program**

The Career Ladder Program recognizes and rewards child care professionals for the completion of ongoing training in the child care field. A growing body of research demonstrates that the quality of care children receive is directly tied to the level of training and education of those who care for them. Participants in the Career Ladder Program receive a certification and cash bonus for each level of training they complete. In addition, any Career Ladder course may also be used for state licensing training hours.

### **The Training & Longevity Supplement Program**

This program builds on the Career Ladder Program by recognizing and rewarding licensed center and family child care providers for a combination of Career Ladder training and years of continued licensed experience. The goal of this program is to improve the quality of care children receive by reducing turnover among caregivers, thereby allowing children to develop stable, consistent relationships with a limited number of caregivers. Participating providers receive an annual cash wage supplement and certificate indicating their level of Career Ladder training and their years of continuous licensed experience.

### **Training Scholarships**

Training scholarships are available for licensed center and family child care providers. Two training scholarships are available - CDA scholarships and NCCA Director's Credential scholarships.

### **Funding Availability**

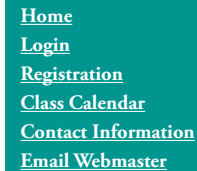
The professional development programs outlined in this booklet are funded through the Federal Child Care Development Block Grant Fund. This funding is received year-to-year, and the programs and bonus amounts available each year will depend on the funding available.

# Provider Training Registry

Utah’s statewide provider Training Registry tracks training used on the Career Ladder, and any Training and Longevity Supplement awards you have received. You can refer to the Training Registry to see which Career Ladder levels you have received, what CCR&R Career Ladder courses you have completed and what training you have used for each Career Ladder level you have received.

To visit the Training Registry go to:

<http://trainingregistry.jobs.utah.gov/>



[Home](#)  
[Login](#)  
[Registration](#)  
[Class Calendar](#)  
[Contact Information](#)  
[Email Webmaster](#)

Once you open the web page, you will see a box like this:

CCR&R agencies use the Training Registry to list their schedule of upcoming training courses. You can get a list of the current class schedule in your area by clicking on “Class Calendar.” You may view the class calendar at anytime without obtaining a login username and password.

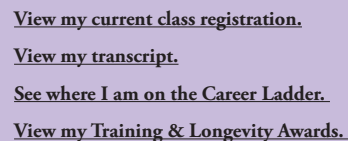
In order to use the Training Registry for any other purpose, you must have a “login” with a username and password. If you are a first time user, you must contact your local CCR&R Agency or CCPDI to obtain a user name and password. After you have received this information, you may change your password at any time.

Write your username and password below, for easy access.

My USERNAME is: \_\_\_\_\_

My PASSWORD is: \_\_\_\_\_

Once you have logged in you will see a box like this:



[View my current class registration.](#)  
[View my transcript.](#)  
[See where I am on the Career Ladder.](#)  
[View my Training & Longevity Awards.](#)

From this menu, you can:

- View the current CCR&R classes for which you are registered.
- View a list of completed CCR&R classes (transcript).
- View your Career Ladder status and courses used for each level of Career Ladder
- View your Training and Longevity Awards.

The Training Registry can become a useful tool while participating in the Career Ladder Program. If you experience any problems accessing the Training Registry, contact your local CCR&R Agency listed on page 28 of this booklet.

# Career Ladder Program

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## Utah's Career Ladder Program

The Career Ladder is a voluntary statewide training certification program for child care providers. The goal of the Career Ladder is to increase providers' participation in ongoing training in the field. Participants receive a certificate and cash bonus for each level of training they complete. Each level received represents 40 hours or more of training completed.

## Eligibility Requirements

To be eligible for participation in the Career Ladder Program, providers must meet the following requirements:

1. You must be currently employed working at least 20 hours per week with children birth through preschool in an early childhood/child care program.

### OR

You must be currently employed working at least 10 hours per week with children kindergarten through Grade 6 in an eligible licensed or legally exempt out-of-school time child care program. (See #3G below.)

2. You must have been continuously employed in this capacity in the same program, same location for at least the past six months. If your program closes for more than 4 continuous weeks during the year, such as summer break, you must wait until the current attendance year has been in session 6 months before applying.
3. Your employment must be in one of the following positions:
  - A. a licensed or residentially certified family child care provider caring for at least two unrelated children
  - B. a licensed family group 2nd caregiver
  - C. a licensed child care center teacher, caregiver, director or owner
  - D. a legally license exempt child care/preschool teacher, director or owner  
**All License Exempt providers must include a letter from the Bureau of Licensing indicating legal license exempt status and Parent Information Sheet/Booklet, if not already on file**
  - E. a licensed center sub/floater who works in the same licensed child care program every day, is paid at least 20 hours per week, and works directly and consistently with children birth through preschool at least 20 hours per week or kindergarten through Grade 6 at least 10 hours per week.
  - F. a regular every day classroom teacher, classroom teacher's aide, or education specialist in a Head Start program

- G. a teacher, caregiver, or director working in an eligible out-of-school time child care program which is defined as a program that offers child care Monday through Friday from the time school gets out until at least 5:30 p.m. An out-of-school time child care program that operates during summer or off-track periods is defined as one that offers full day, full-time care (until at least 5:30 pm) Monday through Friday for the full period of time that school is not in session (except legal holidays).
4. It takes approximately 8 weeks to process your Career Ladder application. In order to be eligible, you must be employed in an eligible position at the time you apply, and ***at the time you receive your certification and bonus money.***

## Career Ladder Levels

There are 10 possible levels of Career Ladder certification. You may apply for each level of certification once. There is no set order the levels must be received, but you must completely fulfill the requirements for each level option you choose to use. Applicants may receive 2 Career Ladder level advancements per fiscal year (July 1 – June 30). Dates are based on the completion of the award process through CCPDI and not the submission date.

## Career Ladder Endorsement

Endorsements to the Career Ladder offer focused training in specific areas. Each endorsement consists of 40 hours of specialized training. The following endorsements are currently available to child care providers:

1. Infant & Toddler Endorsement
2. School Readiness Endorsement
3. Special Needs Endorsement
4. Center Director's Endorsement
5. Family Child Care Endorsement (Only available to providers currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.)
6. Guidance and Emotional Wellness Endorsement
7. School Age Endorsement

Once you have completed all 40 hours of training in any one endorsement area, you are eligible to receive an endorsement certification and a \$100 bonus. Applicants may receive two Career Ladder Endorsement award per fiscal year (July 1 – June 30). Dates are based on completion of the award process through CCPDI and not the submission date.

In addition to receiving your endorsement certification and bonus, any endorsement course, may be used to move up to levels 4 through 8 on the Career Ladder. When using Endorsement courses to move up a level of Career Ladder, you must submit copies of course certificates and NOT completed Endorsement awards. The Family Child Care Endorsement courses may only be used for levels 4 through 8 by providers who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.

## What kind of training can be used on the Career Ladder?

Three different kinds of training, completed *within the last 5 years*, can be used on the Career Ladder. They are:

1. **Community-based CCR&R (Child Care Resource & Referral) Training.** Specific Career Ladder courses offered statewide through your local Child Care Resource & Referral Agency and completed within the last 5 years may be used to enter and move up the Career Ladder. All certificates must be approved CCR&R certificates. For more information on CCR&R Career Ladder courses, see pages 3-17 through 3-22.
2. **Continuing Education Units (CEUs).** *New* continuing education units in topics specific to the ages of children with which you are working (birth through preschool OR kindergarten through Grade 6), at the time you receive your award, may be used on the Career Ladder for levels 4 through 8, provided they have been completed in the last 5 years and/or you complete them after your application for the Career Ladder level you are using them to build on has been approved and processed by CCPDI. CEU certificates must clearly display the organization that awarded the CEU, the total number of CEUs earned and the date on which the CEUs were awarded. Only one level of advancement may be obtained at a time. Each level of advancement requires 3 or MORE new CEUs.
3. **College credit coursework** from an approved accredited college, completed in the last 5 years, can be used on the Career Ladder. Any courses used must be specific to the ages of children with which you are working (birth through preschool OR kindergarten through Grade 6), at the time you receive your award, and you must have received a passing grade of C or higher. Only original, official transcripts will be accepted. Transcripts may be “issued to student.” Photocopies and internet copies will not be accepted.

## Multiple Credit Training

Courses which offer more than one kind of Career Ladder credit (for example, community-based Career Ladder courses which also offer CEUs or college credits) may only be used to meet the requirements of one Career Ladder Level. For example, the same course cannot be used for one Career Ladder level as a community-based course, and again for another level as a CEU or college credit.

## Career Ladder Level Requirements

The requirements for each level of Career Ladder certification are listed below. All of the training used for each Career Ladder level must have been completed within the last 5 years. Course completed more than 5 years ago cannot be used on the Career Ladder. If college credit or CEUs are used to move up a level, those credits must have been completed AFTER the previous level of Career Ladder.

**If the training documentation you submit with your application does not qualify you for the Career Ladder level you applied for, but does qualify you for a lower level, you will be awarded the lower level.**

## Level 1 – \$100 bonus

*All* of the following:

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 1</b>
		Current Red Cross (or equivalent) first aid certification
		Current Red Cross (or equivalent) CPR certification
		Current Food Handler's Permit
		Child Development - Healthy Care (formally Health and Safety Training)
		Child Development - Ages & Stages
		Child Development - Learning in the Early Years

## Level 2 – \$200 bonus

The **first** row, plus **4** of the 8 courses

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 1</b>
		Level 1 Early Childhood certification, plus 4 of the following 8 courses offered through your local CCR&R, completed in the last 5 years:
		A Great Place for Kids!
		Strong & Smart!
		Learning to Get Along
		Advanced Child Development
		Looking to Learn
		Working Together
		Creating Good Child Care
		More Than Babysitting

## Level 3 – \$300 bonus

*One* of the following options:

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 1</b>
		Level 2 Early Childhood certification, plus 4 of the following 8 courses offered through your local CCR&R, completed in the last 5 years and not used for Level 2:
		A Great Place for Kids!
		Strong & Smart!
		Learning to Get Along
		Advanced Child Development
		Looking to Learn
		Working Together
		Creating Good Child Care
		More Than Babysitting

*Or*

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 2</b>
		Three passing (grade C or better) semester credits (or 4.5 quarter credits) in college courses specific to the ages of children with which you are working, (birth through preschool OR kindergarten through Grade 6), not already used for a previous level of certification. Credits must be from an approved accredited college and must have been completed in the last 5 years. This option may not be used by providers who already have a one-year college certificate in early childhood or child care; or an associate's, bachelor's or graduate degree.

## Level 4 – \$400 bonus

**One** of the following options:

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 1</b>
		Utah High School Skills Certification in Child Development
		Utah High School Skills Certification in Child Care

Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 2</b>
		A current CDA or CCP credential

Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 3</b>
		Level 3 certification
		PLUS any four Career Ladder Endorsement courses completed in the last 5 years and not already used for a previous level of Career Ladder certification. Family Child Care Endorsement courses may only be used by providers currently working in an eligible in-home child care program.
		List first course name here
		List second course name here
		List third course name here
		List fourth course name here

Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 4</b>
		Level 3 certification
		PLUS 3 or more new CEUs or 3 or more new passing (grade C or better) college credits specific to the ages of children with which you are working, (birth through preschool OR kindergarten through Grade 6), not already used for a previous level of certification. New credits or CEUs must have been completed in the last 5 years, and must have been completed AFTER your Level 3 certification was processed by CCPDI. College credits must be from an approved accredited college.
		List course name here
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		List course name here
		List course name here

Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 5</b>
		Six prior passing (grade C or better) semester credits (or 9 quarter credits) in college courses specific to the ages of children with which you are working, (birth through preschool OR kindergarten through Grade 6), not already used for a previous level of certification. College credits must be from an approved accredited college, and must have been completed in the last 5 years. This option may not be used by providers who already have a one-year college certificate in early childhood or child care; or an associate's, bachelor's or graduate degree.
		List course name here
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## Level 5 – \$500 bonus

**One** of the following Options:

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 1</b>
		Level 4 certification
		PLUS any four Career Ladder Endorsement courses completed in the last 5 years and not already used for a previous level of Career Ladder certification. Family Child Care Endorsement courses may only be used by providers currently working in an eligible in-home child care program.
		List first course name here
		List second course name here
		List third course name here
		List fourth course name here

Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 2</b>
		Level 4 certification
		PLUS 3 or more new CEUs or 3 or more new passing (grade C or better) college credits specific to the ages of children with which you are working, (birth through preschool OR kindergarten through Grade 6), not already used for a previous level of certification. New credits or CEUs must have been completed in the last 5 years, and must have been completed AFTER your Level 3 certification was processed by CCPDI. College credits must be from an approved accredited college.
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Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 1</b>
		Nine prior passing (grade C or better) semester credits (or 13.5 quarter credits) in college courses specific to the ages of children with which you are working, (birth through preschool OR kindergarten through Grade 6), not already used for a previous level of Career Ladder certification. College credits must be from an approved accredited college, and must have been completed in the last 5 years. This option may not be used by providers who already have a one-year college certificate, or an associate's, bachelor's or graduate degree.
		List course name here
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		List course name here

### Level 6 – \$600 bonus

**One** of the following options:

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 1</b>
		Level 5 certification
		PLUS any four Career Ladder Endorsement courses completed in the last 5 years and not already used for a previous level of Career Ladder certification. Family Child Care Endorsement courses may only be used by providers currently working in an eligible in-home child care program.
		List first course name here
		List second course name here
		List third course name here
		List fourth course name here

Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 2</b>
		Level 5 certification,
		PLUS 3 or more new CEUs or 3 or more new passing (grade C or better) college credits specific to the ages of children with which you are working, (birth through preschool OR kindergarten through Grade 6), not already used for a previous level of certification. New credits or CEUs must have been completed in the last 5 years, and must have been completed AFTER your Level 4 certification was processed by CCPDI. College credits must be from an approved accredited college.
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Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 3</b>
		Twelve prior passing (grade C or better) semester credits (or 18 quarter credits) in college courses specific to the ages of children with which you are working, (birth through preschool OR kindergarten through Grade 6), not already used for a previous level of Career Ladder certification. College credits must be from an approved accredited college, and must have been completed in the last 5 years. This option may not be used by providers who already have a one-year college certificate, or an associate's, bachelor's or graduate degree.
		List course name here
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## Level 7 – \$700 bonus

*One* of the following options:

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 1</b>
		Level 6 certification
		PLUS any four Career Ladder Endorsement courses completed in the last 5 years and not already used for a previous level of Career Ladder certification. Family Child Care Endorsement courses may only be used by providers currently working in an eligible in-home child care program.
		List first course name here
		List second course name here
		List third course name here
		List fourth course name here

Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 2</b>
		Level 6 certification,
		PLUS 3 or more new CEUs or 3 or more new passing (grade C or better) college credits specific to the ages of children with which you are working, (birth through preschool OR kindergarten through Grade 6), not already used for a previous level of certification. New credits or CEUs must have been completed in the last 5 years, and must have been completed AFTER your Level 5 certification was processed by CCPDI. College credits must be from an approved accredited college.
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Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 3</b>
		Fifteen prior passing (grade C or better) semester credits (or 22.5 quarter credits) in college courses specific to the ages of children with which you are working, (birth through preschool OR kindergarten through Grade 6), not already used for a previous level of Career Ladder certification. College credits must be from an approved accredited college, and must have been completed in the last 5 years. This option may not be used by providers who already have a one-year college certificate, or an associate's, bachelor's or graduate degree.
		List course name here
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## Level 8 – \$800 bonus

**One** of the following options:

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 1</b>
		Level 7 certification
		PLUS any four Career Ladder Endorsement courses completed in the last 5 years and not already used for a previous level of Career Ladder certification. Family Child Care Endorsement courses may only be used by providers currently working in an eligible in-home child care program.
		List first course name here
		List second course name here
		List third course name here
		List fourth course name here

Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 2</b>
		Level 7 certification,
		PLUS 3 or more new CEUs or 3 or more new passing (grade C or better) college credits specific to the ages of children with which you are working, (birth through preschool OR kindergarten through Grade 6), not already used for a previous level of certification. New credits or CEUs must have been completed in the last 5 years, and must have been completed AFTER your Level 6 certification was processed by CCPDI. College credits must be from an approved accredited college.
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Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 3</b>
		A one-year college certificate in early childhood education or child care, which includes at least 15 passing (grade C or better) semester credits (or 22.5 quarter credits) in courses specific to children ages birth through preschool. The certificate AND credits must have been completed within the last 5 years, and may not include credits used for a previous level of Career Ladder certification.
		List course name here
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		List course name here

Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 4</b>
		Level 7 certificate
		A one year college certificate in early childhood or child care which does not meet the 15 passing early childhood credit hour requirement for this level, or which was not received in the last 5 years. College certificates must be from an approved accredited college
		List course name here
		List course name here
		List course name here
		List course name here

Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 5</b>
		A Montessori teaching certificate from a MACTE (Montessori Accreditation Council for Teacher Education) accredited teacher training program. Certificate and training courses must have been received in the last 5 years.

## Level 9 – \$900 bonus

**One** of the following options:

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 1</b>
		An associate’s degree which includes at least 15 passing (grade C or better) semester credits (or 22.5 quarter credits) in courses specific to the ages of children with which you are working, (birth through preschool OR kindergarten through Grade 6), not already used for a previous level of Career Ladder certification. The diploma AND credits must have been completed within the last 5 years. College degrees and credits must be from an approved accredited college.
		List course name here
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Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 2</b>
		Level 7 certificate
		An associate's degree which does not meet the 15 passing credit hour requirement for this level, or a degree/credits not received in the last 5 years. Degrees must be from an approved accredited college.
		List course name here
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### Level 10 – \$1,000 bonus

*One* of the following options:

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 1</b>
		A bachelor's or graduate degree which includes at least 15 passing (grade C or better) semester credits (or 22.5 quarter credits) in courses specific to the ages of children you work with, (Birth–5 or Kindergarten-6th grade), not already used for a previous level of Career Ladder certification. The diploma AND credits must have been completed within the last 5 years. College degrees and credits must be from an approved accredited college.
		List course name here
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Or

<i>Planned Date</i>	<i>Date Completed</i>	<b>Option 2</b>
		Level 7 certificate
		A bachelor's or graduate degree that does not meet the 15 passing credit hour requirements for this level, or a degree/credits not received in the last 5 years. Degrees must be from an approved accredited college.
		List course name here
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		List course name here



## Community-based CCR&R Career Ladder Core Courses

CCR&R Career Ladder core courses can be used on the Career Ladder for up to 5 years after the course completion date. If a course has not been used on the Career Ladder within 5 years of its completion date, it can no longer be used. You will need to retake the course in order to use it for Career Ladder credit.

### Career Ladder Level 1 Courses

These courses, combined with current Red Cross (or equivalent) first aid and CPR certifications, and a current Food Handler's Permit, qualify you for a level 1 Career Ladder certification. The courses may not be used for any other level. The courses must have been completed in the last 5 years.

#### **Child Development – Healthy Care (10 hours)**

In this course participants will learn about child care health and safety issues. Topics include: communicable diseases, SIDS, shaken baby syndrome, child abuse and neglect, injury prevention, emergency procedures, nutrition, sick children, and medication administration. **(This course was formally known as Health and Safety. If you received training before August 1, 2006 your training certificate will indicate “Health and Safety”. The course remains the same, only the title changed. All Child Care Resource and Referral Health and Safety certificates will be accepted, if completed within the past 5 years).**

#### **Child Development – Ages & Stages (10 hours)**

In this course participants learn about typical developmental milestones for infants, toddlers, preschoolers, and school age children. Participants also learn basic strategies for working with each of these age groups.

#### **Child Development - Learning in the Early Years (10 hours)**

In this course participants explore how young children learn and develop. Areas of focus include: brain development, learning through play, supporting social and emotional development, and positive guidance.

### Career Ladder Level 2 and 3 Courses

These courses can be combined with a level 1 Career Ladder certification to qualify you for level 2 and 3 certifications. Any 4 of these courses, combined with your level 1 certification, qualify you for level 2. The remaining 4, combined with your level 2 certification, qualify you for level 3. The courses may not be used for any other level. The courses must have been completed in the last 5 years.

In addition, by taking all of the level 1, 2, and 3 training courses, you will have completed all of the training hours needed, in all of the required content areas, for your CDA credential. For information on additional CDA requirements, contact your local CCR&R Agency listed on page 6-1 of this booklet.

#### **A Great Place for Kids! Creating Positive Learning Environments for Young Children (10 hours)**

In this course participants learn how to set up center and home-based child care programs to encourage play, exploration, and learning. Information is included on spaces and materials for block play, dramatic play, puzzles, games, books and literacy activities, art, sensory play, and outdoor play.

**Strong & Smart! Promoting Young Children’s Physical & Intellectual Development** (10 hours)

In this course participants learn practical ways to promote young children’s physical, cognitive, language, and creative development in age-appropriate play and learning activities.

**Learning to Get Along – Supporting Young Children’s Social & Emotional Development** (10 hours)

In this course participants learn effective strategies for supporting young children’s social and emotional development. Areas of focus include: fostering self-esteem and independence, learning to get along in a group, and behavior guidance.

**Advanced Child Development – Theories of Development** (10 hours)

In this course participants learn basic principles and theories of child development, and how this knowledge can influence their day-to-day work with children. Participants will be introduced to the theories of Maslow, Erikson, Montessori, Piaget, Vygotsky, Kohlberg, Gilligan, and behaviorism.

**Looking to Learn – Observing & Recording Children’s Behavior** (10 hours)

In this course participants learn effective tools and strategies for gathering and using observational information about children. Areas of focus include: learning to observe children accurately and objectively, observation tools and goals, overcoming obstacles to observation, and interpreting and using observation data.

**Working Together – Productive Relationships With Families** (10 hours)

In this course participants learn effective strategies for establishing and maintaining open and positive relationships with each child’s family, encouraging family involvement in the child care program, and supporting each child’s relationship with his or her family.

**Creating Good Child Care – Effective Program Management** (10 hours)

In this course participants learn strategies for ensuring effective program operation, including program planning, organization, record keeping, and legal issues such as licensing, liability and insurance, custody issues, the Americans with Disabilities Act, and dealing with suspected abuse and neglect.

**More Than Babysitting – Your Commitment to Professionalism** (10 hours)

In this course participants learn how to make informed decisions based on standards for best practices, take advantage of opportunities for individual professional growth, and contribute to the child care field.

## Community-based CCR&R Endorsement Courses

The following CCR&R Career Ladder Endorsement courses can be used on the Career Ladder to move up levels 4 through 8. When using Endorsement courses to move up a level of Career Ladder, you must submit copies of course certificates and NOT completed Endorsement awards.

*The Family Child Care Endorsement courses may only be used for an Endorsement, or to move up a level, by providers who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program. The courses must have been completed in the last 5 years.*

## Infant & Toddler Endorsement Courses

These courses may each be used **twice** – once on the Career Ladder, **and** once for an Infant & Toddler Endorsement certification.

### **Infant & Toddler Care, Course 1: Setting Up for Infants & Toddlers (10 hours)**

In this course participants explore issues to be considered when setting up for infant and toddler care. Areas of focus include: primary caregiving, group size, continuity of care, the physical environment, daily routines, and respectful caregiving.

### **Infant & Toddler Care, Course 2: Social-Emotional Growth of Infants & Toddlers (10 hours)**

In this course participants learn about the emotional and social development of infants and toddlers. Areas of focus include: temperaments, responsive caregiving, the caregiver's role in fostering emotional development, socialization, and guidance.

### **Infant & Toddler Care, Course 3: Learning in Infancy and Toddlerhood (10 hours)**

In this course participants explore how infants and toddlers learn. Areas of focus include: cognitive discoveries of infancy, the role of the caregiver in supporting learning, stages of infancy, and language development.

### **Infant & Toddler Care, Course 4: Working with Families of Infants and Toddlers (10 hours)**

In this course participants learn how to work effectively with the families of infants and toddlers. Areas of focus include: establishing relationships with families, responding to families' needs, handling difficult issues, and the effect of a family's culture on caregiving, routines, development, and learning.

## School Readiness Endorsement Courses

These courses may each be used **twice** – once on the Career Ladder, **and** once for a School Readiness Endorsement certification.

### **School Readiness Course 1: Language and Literacy (10 hours)**

In this course, based on Utah's Early Learning Guidelines, participants will learn how to foster preschooler's language and early literacy development, effectively and appropriately, for school readiness. Areas of focus include: phonological awareness, letter knowledge and concepts of print, early writing, and receptive and expressive language development.

### **School Readiness, Course 2: Early Math and Science (10 hours)**

In this course, based on Utah's Early Learning Guidelines, participants will learn how to foster

preschooler's early math and numeracy skills, effectively and appropriately, for school readiness. Areas of focus include: concepts of number and counting, shapes, spatial relations, patterning, sorting, comparing, and measurement.

**School Readiness, Course 3: Physical School Readiness (10 hours)**

In this course, based on Utah's Early Learning Guidelines, participants will learn how to foster preschooler's physical development, effectively and appropriately, for school readiness. Areas of focus include fine and gross motor skills, and space awareness.

**School Readiness, Course 3: Social and Emotional School Readiness (10 hours)**

In this course, based on Utah's Early Learning Guidelines, participants will learn how to foster preschooler's social and emotional development, effectively and appropriately, for school readiness. Areas of focus include: self-concept, learning self-control, self-confidence, temperaments, attachment, acceptance of diversity, and approaches to learning.

## Special Needs Endorsement Courses

These courses may each be used *twice* – once on the Career Ladder, *and* once for a Special Needs Endorsement certification.

**Including Children With Special Needs, Part 1: SpecialCare (10 hours)**

This course is designed to increase child care providers' interest, comfort level, and knowledge in caring for children with disabilities. Information on specific disabilities and community resources for families is included.

**Including Children With Special Needs, Part 2: Child Care Plus (15 hours)**

In this course participants learn strategies for including children with special needs in child care programs. Areas of focus include: creating a safe and accessible learning environment, building partnerships with parents and families, adapting play materials, positioning children, guiding behavior, and facilitating communication.

**Including Children With Special Needs, Part 3: S.P.I.E.S. – Strategies for Preschool Intervention in Everyday Settings (15 hours)**

In this course participants will learn specific intervention strategies that can be used with preschool children throughout the day in everyday settings, including child care settings.

## Center Director's Endorsement Course

This course may be used *twice* – once on the Career Ladder, *and* once for a Center Director's Endorsement certification.

**NCCA National Administrator's Credential (40 hours)**

In this course developed by the National Child Care Association participants learn skills and strategies for successful program administration of child care centers. Areas of focus include: program organization, carrying out program goals and objectives, marketing, personnel management, legal issues, community relations and public policy, and financial management.

In addition to the Career Ladder Endorsement, providers who complete this course also receive the NCCA National Administrator's Credential (NAC) as well as four CEUs. For information about this

course, contact the Utah Private Child Care Association in Salt Lake City at (801) 205-7574.

## Family Child Care Endorsement Courses

These courses may be used *twice* – once on the Career Ladder, *and* once for a Family Child Care Endorsement certification. *However, these courses may only be used for Career Ladder levels or for the Family Child Care Endorsement by providers who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.*

### Family Child Care, Course 1: Relationships (10 hours)

In this course participants will learn skills to help them develop the foundations of a quality home child care program. Areas of focus include: building trusting and respectful relationships with children and families, communication skills, and positive guidance.

### Family Child Care, Course 2: The Home Child Care Environment (10 hours)

In this course participants will learn practical aspects of setting up a quality home child care program. Instruction will focus on: arrangement of indoor and outdoor space; health, safety, and supervision; schedules, routines, and how to support child-directed activities.

### Family Child Care, Course 3: Developmental Learning Goals & Activities (10 hours)

In this course participants will learn methods of supporting the developmental needs of children in the areas of: social and self awareness; physical, cognitive, and language development; and creativity. Emphasis will be placed on working with children in mixed-age groups.

### Family Child Care, Course 4: Professional & Business Practices (10 hours)

In this course participants will learn how to set up and maintain a professional home child care business. Emphasis will be placed on ethical behavior, contract development, record keeping, taxes and marketing a home child care program.

## Guidance & Emotional Wellness Endorsement Courses

These courses may be used *twice* – once on the Career Ladder, *and* once for a Guidance & Emotional Wellness Endorsement certification.

### Guidance & Emotional Wellness Course 1: Setting the Stage (10 hours)

In this course participants will learn about developmental theorists and increase their understanding of child development. A sound understanding of child development forms the basis for supporting young children's emotional development and helps participants to form realistic and appropriate behavioral expectations of children.

### Guidance & Emotional Wellness Course 2: Preventing Problems (10 hours)

In this course participants will learn how to prevent many behavior problems from occurring. Areas of focus include: developing positive relationships with children, creating a caring classroom community, providing a supportive physical environment, supportive routines and transitions, creating a positive verbal environment, and building resiliency in children.

### Guidance & Emotional Wellness Course 3: Positive Guidance (10 hours)

In this course participants will learn positive guidance strategies for working with children. Areas of focus include: positive verbal skills, supporting emotional wellness, using problem solving skills, and using choices and consequences.

## **Guidance & Emotional Wellness Course 4: Helping the Child with Challenging Behavior**

*(10 hours)*

In this course participants will learn strategies for supporting children who exhibit challenging behaviors. Areas of focus include: understanding causes of challenging behaviors, understanding children's feelings, temperamental patterns, helping children deal with life stressors, working with active, aggressive, or anxious children, and resources for families.

## **School Age Endorsement Courses**

These courses may be used twice – once on the Career Ladder, and once for a School Age Endorsement certification.

### **School Age Course 1: What's Happening? Development in the School Age Years** *(10 hours)*

In this course participants will gain a basic knowledge of child development during the school age years and how they can apply this knowledge in their work with school age children.

### **School Age Course 2: My Castle – Environments for School Age Care** *(10 hours)*

In this course participants will learn how to set up physically and emotionally safe environments for school age children that will promote creativity, optimal learning, and positive social behavior.

### **School Age Course 3: Let's Play! Activities for School Age Care** *(10 hours)*

In this course participants will learn a variety of exciting activities that promote optimal learning and are developmentally appropriate for school age children.

### **School Age Course 4: Let's Talk About It – Guidance for School Age Care** *(10 hours)*

In this course participants will learn positive guidance strategies for working with school age children. Areas of focus include: positive communication skills, consistency, self-esteem, child observation, understanding reasons for misbehavior, discipline vs. punishment, evaluating guidance techniques, and involving children in creating behavior plans.

## **Relationship Touchpoints™ Endorsement Course Descriptions**

### **Relationship Touchpoints™, Course 1: The First Year: Prenatal – 12 months** *(10 hours)*

This course, based on the work of Dr. T. Berry Brazleton, focuses on understanding the developmental Touchpoints™ of the prenatal through 12 months age and supporting the child's development at day care and at home. Instruction will include the Touchpoints™ principles & assumptions that strengthen relationships between providers and parents and the parents and child. This training emphasizes the implementation of reflective practice strategies to enhance current and future child care practices.

### **Relationship Touchpoints™, Course 2: Toddlers 1-2 years** *(10 hours)*

This course, based on the work of Dr. T. Berry Brazleton, focuses on understanding the developmental Touchpoints™ of the one-two year old and supporting the child's development at day care and at home. Instruction will include the Touchpoints™ principles & assumptions that strengthen relationships between providers and parents and the parents and child. This training emphasizes the implementation of reflective practice strategies to enhance current and future child care practices.

### **Relationship Touchpoints™, Course 3: Preschoolers 3-4 years (10 hours)**

This course, based on the work of Dr. T. Berry Brazleton, focuses on understanding the developmental Touchpoints™ of the 3-4 year old and supporting the child's development at day care and at home. Instruction will include the Touchpoints™ principles & assumptions that strengthen relationships between providers and parents and the parents and child. This training emphasizes the implementation of reflective practice strategies to enhance current and future child care practices.

### **Relationship Touchpoints™, Course 4: School-Age 5-6 years (10 hours)**

This course, based on the work of Dr. T. Berry Brazleton, focuses on understanding the developmental Touchpoints™ of the 5-6 year old and supporting the child's development at day care and at home. Instruction will include the Touchpoints™ principles & assumptions that strengthen relationships between providers and parents and the parents and child. This training emphasizes the implementation of reflective practice strategies to enhance current and future child care practices.

## **College Credit Courses**

In order for college credits and degrees to be used on the Career Ladder, they must be from an approved accredited college or university. In addition, the accrediting agency must be recognized by the U.S. Department of Education as a valid accrediting agency. One easy way to determine if a college is accredited by an approved accrediting agency is if students at the college are eligible to apply for federal financial aid. For more information on accreditation agencies recognized by the U.S. Department of Education, see:

<http://ope.ed.gov/accreditation/>

You must have received a passing grade of C or higher in order to use a college course on the Career Ladder.

## **Using College Credits for Levels 3-7**

The prior college credit hour option for Levels 3 through 7 is **only** for those applicants who do **not** already have a one-year certificate, associate's degree, bachelor's degree, or graduate degree that meets the 15 credit hour requirement. Applicants who submit college transcripts to qualify for Levels 3 through 8 must submit copies of **all certificates, diplomas, and complete official transcripts (official transcripts may be "issued to student" and must be the original, not internet printouts) for all college course work completed to date**, and will be awarded the highest level they qualify for based on their complete transcripts. Additional levels of certification will require the completion of additional training. All courses must have been completed within the past 5 years to qualify.

## **Using College Credit for Levels 8 – 10**

Those applicants who have a one-year certificate in early childhood or child care, an associate's, bachelor's or graduate degree in early childhood (for those working with children birth through preschool) or in elementary education (for those working with children kindergarten through Grade 6) and have at least 15 passing (grade C or better) semester credits in the past 5 years qualify for levels 8 – 10. Please see pages 6 – 15 for level specific requirements. Applicants must submit copies of all certificates and diplomas, along with complete official transcripts (official transcripts may be "issued to student" and must be the original, not internet printouts, copies or faxes) for all college course work

completed to date. If applicants do not have the required 15 passing semester hours, completed in the past 5 years, the highest level of certification will be awarded, based on qualifying credits.

If an applicant does not have 15 passing semester credits specific to the ages of children with which they are working, or the diploma and/or credits are older than 5 years, the applicant may still obtain level 9 and/or 10 by completing level 7 certification.

## Career Ladder Application Process

Submit a completed application, along with copies of the required training documentation listed on pages 6 through 15 of this booklet, to:

**CCPDI**  
**9750 South 300 West**  
**Sandy, Utah 84070**

Blank Career Ladder and Endorsement applications can be found at the end of this booklet. Please feel free to make copies of these applications, *on white 8" x 11" paper only*. Because copies of your application are made as it is processed, *only applications submitted on white paper will be accepted*. Applications submitted on colored paper will be returned to you. Applications must be printed in black ink, and must be the original completed form. Faxes or photocopies of the completed applications will not be accepted.

You can also get a blank application by calling the Child Care Professional Development Institute at (801) 957-4469 (toll free at (888) 963-8558), or from your local CCR&R listed on page 6-1 of this booklet, or from the CCPDI website, located at **[www.slcc.edu/ccpdi](http://www.slcc.edu/ccpdi)**.

In order to process applications, all applicable information must be completely filled out, and all required documentation must be attached. Applications will be considered incomplete and will be returned to applicant unless all information and documentation is attached with the original application.

It takes approximately 8 weeks to process your Career Ladder application. In order to be eligible, you must be employed, in an eligible position, *at the time you receive your certification and bonus money*.

# Training & Longevity Supplement Program

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## Training & Longevity Supplement

The Training & Longevity Supplement is an annual award and wage supplement available to individuals employed, working with children in licensed center and family child care programs who participate in the Career Ladder. The purpose of this program is to improve the quality of care children receive by improving training and reducing turnover among their caregivers. This will support children in developing stable, consistent relationships with a limited number of well-trained caregivers. The Training & Longevity Supplement recognizes individual providers for their yearly achievements in two areas:

1. Level of Career Ladder certification
2. Years of continuous licensed experience in the same program, same location

The higher your level of Career Ladder certification and years of continuous licensed experience in the same program, same location, the higher the wage supplement you can receive.

## Eligibility Requirements

In order to apply for a Training & Longevity Supplement (TLS), you must meet the following criteria:

1. You must have achieved at least one level of Career Ladder certification.
2. You must be currently employed working with non-related children ages birth through preschool at least 20 hours per week in a licensed child care program that is open year-round

**OR**

You must be currently employed working with non-related children ages kindergarten through Grade 6 at least 10 hours per week in an eligible licensed child care or out-of-school time program.

3. You must have been continuously employed, working directly with children, at least the minimum hours per week in the same licensed program, same licensed site, for at least the past year. Facilities or family child care programs that move locations and receive a new license will be eligible from the time the license is awarded for the NEW location. It takes approximately 8 weeks to process your Training & Longevity Supplement application. In order to be eligible, you must be employed in this capacity *at the time you apply, and at the time you receive your award and wage supplement money*.
4. You may receive one Training & Longevity Supplement each year. Once you receive your first award, you may apply for subsequent awards one year from the end date on your current award certificate (eligibility date). Applications will only be accepted one week prior to an applicant's eligibility date. Applications received earlier than 1 week prior to eligibility date will be returned to applicants. Eligibility dates will be retained if complete and accurate applications are received one week prior or up to two weeks following a recipient's eligibility date. Applications that are received more than two weeks past the eligibility date, will receive an updated eligibility date, based on the completion of the application process.

## Supplement Award Amounts

This chart shows the years of continuous licensed experience in the same program, same location, and level of Career Ladder certification required for each wage supplement level.

	<b>1-2 Years Continuous Licensed Experience</b>	<b>3-4 Years Continuous Licensed Experience</b>	<b>5-6 Years Continuous Licensed Experience</b>	<b>7-8 Years Continuous Licensed Experience</b>	<b>9+ Years Continuous Licensed Experience</b>
<b>EC Career Ladder Level 1 or 2</b>	\$100 Supplement	\$200 Supplement	\$300 Supplement	\$400 Supplement	\$500 Supplement
<b>EC Career Ladder Level 3 or 4</b>	\$200 Supplement	\$300 Supplement	\$400 Supplement	\$500 Supplement	\$600 Supplement
<b>EC Career Ladder Level 5 or 6</b>	\$300 Supplement	\$400 Supplement	\$500 Supplement	\$600 Supplement	\$700 Supplement
<b>EC Career Ladder Level 7 or 8</b>	\$400 Supplement	\$500 Supplement	\$600 Supplement	\$700 Supplement	\$800 Supplement
<b>EC Career Ladder Level 9 or 10</b>	\$500 Supplement	\$600 Supplement	\$700 Supplement	\$800 Supplement	\$900 Supplement

## Application Process for Training & Longevity Supplement

Submit a completed application, along with a copy of your Career Ladder certification and a copy of the current child care license of the program you work in to:

**CCPDI**  
**9750 South 300 West**  
**Sandy, Utah 84070**

A blank Training & Longevity Supplement application can be found in this booklet. Please feel free to make copies of these applications, ***on white 8" x 11" paper only***. Because copies of your application are made as it is processed, ***only applications submitted on white paper will be accepted***. Applications submitted on colored paper will be returned to you. Applications must be printed in black ink and must be the original completed form. Faxes or photocopies of the completed applications will not be accepted.

You can also get a blank application by calling the Child Care Professional Development Institute at (801) 957-4469 (toll free at (888) 963-8558), or from your local CCR&R listed on page 28 of this booklet, or from the CCPDI Web site, located at **[www.slcc.edu/ccpdi](http://www.slcc.edu/ccpdi)**.

In order to process applications, all applicable information must be completely filled out, and all required documentation must be attached. Applications will be considered incomplete and will be returned to applicant unless all information and documentation is attached with the original application.

It takes approximately 8 weeks to process your Career Ladder application. In order to be eligible, you must be employed, in an eligible position, ***at the time you receive your certification and bonus money***.

# Training Scholarships

## Available Training Scholarships

The following training scholarships are available for providers employed in licensed center and family child care programs.

### CDA Scholarships

These scholarships cover the \$325 direct assessment fee for CDA candidates, or the \$50 CDA renewal fee.

### NCCA Administrator’s Credential Scholarships

These scholarships help to cover the \$450 fee for taking the National Administrator’s Credential (NAC) training.

## Who is eligible for a training scholarship?

### CDA Scholarships

Any child care worker currently employed in a licensed family or center child care program who meets the income eligibility requirements found on the following table (300% of federal poverty guidelines) is eligible to apply for a CDA scholarship or a CDA renewal scholarship.

Household Size	1	2	3	4	5	6	7	8	9	10
Total Household Income	\$25,056	\$33,768	\$42,480	\$51,156	\$59,868	\$68,580	\$77,256	\$85,968	\$94,680	\$103,356

### NCCA Administrator’s Credential Scholarships

In order to be eligible for a NCCA National Administrator’s Credential scholarship, you must be currently employed at least half time in a licensed center or family child care program.

## Application Process for Training Scholarships

For information on how to apply for a CDA scholarship, call the Child Care Professional Development Institute at (801) 957-4469, or toll free at 1-888-963-8558.

To apply for an NCCA National Administrator Credential scholarship, contact Johnny Anderson in Salt Lake City at (801) 205-7574.

# Child Care Resource & Referral

Utah's six Child Care Resource & Referral Agencies (CCR&Rs) offer valuable services to child care providers, including start-up support, inexpensive training, lending libraries, and free parent referral listings. You can reach your local CCR&R at the location listed below.

## CCR&R BRIDGERLAND

*Box Elder, Cache, and Rich Counties*

Utah State University  
6510 Old Main Hill  
Logan, UT 84322  
(435) 797-1552  
(800) 670-1552  
[www.usuchild.usu.edu](http://www.usuchild.usu.edu)

## CCR&R MOUNTAINLAND

*Summit, Utah, and Wasatch Counties*

Utah Valley State College  
800 W. University Pkwy. – 163  
Orem, UT 84058  
(801) 863-8220  
(800) 952-8220  
[www.uvsc.edu/ccrr](http://www.uvsc.edu/ccrr)

## CCR&R NORTHERN

*Davis, Morgan and Weber Counties*

Weber State University  
1309 University Circle  
Ogden, UT 84408  
(801) 626-7837  
1-888-970-0101  
<http://programs.weber.edu/ccrr>

## CCR&R EASTERN

*Carbon, Daggett, Duchesne, Emery, Grand, San Juan and Uintah Counties*

College of Eastern Utah, CCR&R  
451 E. 400 N.  
Price, UT 84501  
(435) 613-5619  
(888) 637-4786  
[www.ceu.edu/childcare](http://www.ceu.edu/childcare)

## CCR&R METRO

*Salt Lake and Tooele Counties*

Children's Service Society  
124 S. 400 E., #400  
SLC, UT 84111  
(801) 355-HUGS (4847)  
(800) 839-7444  
[www.cssutah.org/childcare](http://www.cssutah.org/childcare)

## CCR&R, WESTERN

*Beaver, Garfield, Iron, Juab, Kane, Millard, Piute, Sanpete, Sevier, Washington, and Wayne Counties*

88 E. Fiddlers Canyon Rd., Suite H  
Cedar City, Utah 84720  
(435) 586-8722  
(800) 543-7527  
[www.childcarehelp.org](http://www.childcarehelp.org)

# Career Ladder Policies

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## Eligibility

(revision effective July 1, 2006)

### Career Ladder

(revision effective July 1, 2006)

To be eligible for participation in the Career Ladder Program, providers must meet the following requirements:

1. A provider must be gainfully employed and currently working at least 20 hours per week with children birth through preschool in an early childhood/child care program.

#### OR

A provider must be gainfully employed and currently working at least 10 hours per week with children kindergarten through Grade 6 in an eligible licensed or legally exempt out-of-school child care program.

2. A provider must have been continuously employed in the above capacity in the same program and same location for at least the past six months.

3. Gainful employment must be in one of the following positions:

- a. a licensed or residentially certified family child care provider caring for at least two unrelated children
- b. a licensed family group provider and family group 2nd caregiver
- c. a teacher, caregiver, director, assistant director or owner in a licensed child care center
- d. a legally licensed exempt child care/preschool teacher, director, assistant director or owner
- e. a legally licensed center floater who works in the same licensed child care program every day and works directly and consistently with children birth through preschool at least 20 hours per week or kindergarten through Grade 6 at least 10 hours per week and is paid
- f. a regular every day classroom teacher, classroom teacher's aide, or education specialist in a Head Start program
- g. a teacher, caregiver, director or assistant director working in an eligible out-of-school time child care program which is defined as a program that offers child care Monday through Friday from the time school gets out until at least 5:30 p.m. An out-of-school time child care program that operates during summer or off-track periods is defined
- h. as one that offers full day, full-time care (until at least 5:30 p.m.) Monday through Friday for the full period of time that school is not in session (except legal holidays)
- i. a legally licensed exempt child care provider caring for at least two unrelated children

4. A candidate must be employed in the eligible position at the time the bonus certification and money are received.

## **Positions that are not eligible:**

(revision effective September 1, 2005)

1. Individuals who do not work directly with children birth through preschool for at least 20 hours per week or children kindergarten through Grade 6 at least 10 hours per week and are not directly responsible for the professional development of the teachers/caregivers who do work directly with children. This would include:
  - a. cook
  - b. bus/van driver
  - c. office assistants/payroll/secretarial
  - d. health specialist
  - e. curriculum specialist
  - f. school nurse
2. Individuals who do not work at the same program, same location every day. This would include:
  - a. Head Start or school district substitute teachers who move from program to program
  - b. special educators who work with several different groups of children in different locations
3. Kindergarten or private kindergarten teachers who do not provide extended child care for at least 10 hours per week beyond the regular school hours.

## **Training and Longevity**

(effective July 2003)

In order to apply for a Training & Longevity Supplement (TLS), you must meet the following criteria:

1. Achieved at least one level of Career Ladder certification.
2. Currently employed working with non-related children ages birth through preschool at least 20 hours per week in a licensed child care program that is open year-round

**OR**

2. Currently employed working with non-related children ages kindergarten through Grade 6 at least 10 hours per week in an eligible licensed child care or out-of-school time program.
3. Continuously employed, working directly with children, at least the minimum hours per week in the same licensed program, same licensed site, for at least the past year. Providers working in a center child care setting, and move locations within a program will be eligible one year from the date they started in the new location. It takes approximately 8 weeks to process your Training & Longevity Supplement application. In order to be eligible, you must be employed in this capacity at the time you apply, and at the time you receive your award and wage supplement money.

## Scholarships

(effective July 2003)

### CDA Scholarships

Any child care worker currently employed in a licensed family or center child care program who meets the income eligibility requirements found on the following table (300% of federal poverty guidelines) is eligible to apply for a CDA scholarship or a CDA renewal scholarship.

Household Size	1	2	3	4	5	6	7	8	9	10
Total Household Income	\$25,056	\$33,078	\$42,480	\$51,156	\$59,868	\$68,580	\$77,256	\$85,968	\$94,680	\$103,356

### NCCA Administrator's Credential Scholarships

(effective July 2003)

In order to be eligible for a NCCA National Administrator's Credential scholarship, you must be currently employed at least half time in a licensed center or family child care program.

#### **Determining Eligibility** (effective September 1, 2005)

If a question of eligibility is determined to exist, it is the responsibility of the applicant to provide proof of employment eligibility, as requested by CCPDI

## Continuous Employment Policy

(effective September 1, 2005)

A program that closes for four (4) or more consecutive weeks during a calendar year is not considered a program that is open year-round. The attendance year for the program will begin the date the children return to the program after the closure.

### CAREER LADDER, ENDORSEMENT

A Career Ladder participant must be currently employed and have been employed in that position for the past continuous six (6) months.

An applicant will be eligible for the Career Ladder Program once they have been working for at least six (6) months without the interruption of four (4) or more consecutive weeks.

### TRAINING & LONGEVITY SUPPLEMENT

A Training & Longevity Supplement recipient must be employed in their current position for the past continuous twelve (12) months. An applicant who works for a program that closes for four (4) or more consecutive weeks during a calendar year is not eligible for the Training & Longevity Supplement Program.

## Family Leave & Medical Leave Grace Periods to Continuous Employment

(effective September 1, 2005)

To continue to be eligible for Career Ladder a provider must be employed for the last six (6) months without interruption. An exception to this rule will be if the provider has to go on Family leave or Medical Leave. A provider who goes on a Family Leave has four (4) weeks to return to work or goes on Maternity Leave has eight (8) weeks to return to work in order to be able to keep continuous employment.

To continue to be eligible for Training & Longevity a provider must be employed for the last twelve (12) months without interruption. An exception to this rule will be if the provider has to go on a Family Leave or Medical Leave. A provider who goes on a Family Leave has four (4) weeks to return to work or goes on Medical Leave has eight (8) weeks to return to work in order to be able to keep continuous employment.

If the provider takes longer than the four (4) or eight (8) weeks grace period to keep continuous employment, they will have to start counting the six (6) or the twelve (12) months starting the first day that returned to work.

If a provider is on Family Leave or Medical leave, and has already submitted an application for Career Ladder or Training and Longevity, the application will be held until the provider returns to work and will continue to be processed until CCPDI is informed by her/his supervisor that the provider has returned to work. If the time off is within the grace period then the application will continue to be processed and if it is not, then it will be returned and considered as never received.

## Training and Longevity Eligibility Date

(revisions effective January 1, 2006)

The original eligibility date for Training & Longevity Awards is determined by the completion date of the original Training & Longevity Award.

Training & Longevity Supplement awards are given for continuous employment for the previous year and the level of achievement on the Career Ladder. Because continuous employment for the previous year is required, applicants must have completed the full year of employment before the application can be submitted. Application processing may take up to 8 weeks to process, however an applicant may retain their original eligibility date if the application is received no earlier than one (1) week before and no later than two (2) weeks after the applicant's eligibility date.

Applications that are received more than one (1) week prior to the eligibility date will be returned to the applicant. Returned applications may be resubmitted one (1) week prior to eligibility date.

Applications that are received two (2) or more weeks after the original eligibility date will receive a new eligibility date determined by the completion date of the current application.

CCPDI is unable to change eligibility dates or to backdate applications that have been processed previously.

## Continuous Employment for Family Providers

(effective July 1, 2006)

A family child care provider who moves from his/her original license address to a new home may retain their years of continuous service for Training & Longevity, if the provider obtains a license for the new location within ninety (90) days of moving. If the person does not obtain this license within this sixty (60) day period, the continuous employment date will be determined by initial license date at the new location. In order to determine initial licensing date for continuous employment, it is the participant's responsibility to provide proof of previous license by submitting a copy of the original license from the former licensed address.

## Employment Verification Policy

(effective January 1, 2007)

Career Ladder, Endorsement and Training & Longevity Supplement bonus awards are dependent on continuous paid employment in an eligible program and an eligible position at the time that the bonus money and certification is received. CCPDI must verify employment in an eligible position and eligible program. An award recipient must be employed at the same program and location listed on their application at the time the award is granted.

### EMPLOYMENT VERIFICATION PROCESS:

Center personnel (excluding owners), licensed exempt center personnel, and second caregiver in a licensed family group:

- An original CCPDI Employment Verification Form must accompany all applications submitted.
- CCPDI will verify employment based on the dates reported on the Employment Verification Form.
- After the bonus check is ready to send to applicant, we will call to verify, at the discretion of CCPDI personnel, that the applicant is still employed by the program.
- If information is received by CCPDI personnel that a provider is not employed by the program listed on the application, additional documentation may be requested as proof of current employment. These may include, but are not limited to permission to examine Unemployment Tax records, check stubs or work time records.

Center owners and licensed family providers:

- Center owners and licensed family providers do not need to submit Employment Verification Form.
- All Center Owners and Licensed Family Providers start date of continuous employment will be the initial licensing date of the program. This information will be verified by the Office of Licensing.
- If a Center owner was employed by a center prior to purchasing the program under the current license an Employment Verification Form must be submitted from the previous owner/employer.
- If a licensed family provider moves from one home to another, they must have their new license in place within ninety (90) calendar days of the expiration of the previous license.
- If information is received by CCPDI personnel that an applicant is not providing care as disclosed, additional documentation may be needed as proof of current employment. These may include, but are not limited to permission to examine Unemployment Tax records, check stubs or work time records.

CCPDI reserves the right to refuse participation in the Career Ladder program if the applicant or his/her employer refuses to provide further information requested by CCPDI.

## Appeal Process

(effective July 1, 2006)

### CAREER LADDER AWARDS

A Career Ladder recipient who disagrees with the level awarded or a decision made, has a right to appeal the decision.

If an appeal of decision is needed, the following procedure must be followed:

1. The recipient must send a letter of appeal. This letter should include:
  - a. full legal name of the recipient
  - b. recipient address and daytime contact information
  - c. which Career Ladder level was awarded, and for which level the recipient applied.
  - d. an explanation of why the recipient feels the decision was made in error.
2. In cases where a college course(s) is in question, submit a description of the course from a college catalog, a course syllabus, or a letter from the professor, on university letterhead, describing the focus of the course work.
3. Where CCR&R training or CEU's were used, submit complete documentation that supports the explanation given in the letter.
4. Send letter and supporting documentation to:  
CCPDI  
Appeal Request  
9750 South 300 West  
Sandy, UT 84070
5. CCPDI will review the application, along with the documentation provided by the recipient.
6. CCPDI will notify the recipient within 2 weeks of receiving the appeal, what the findings were.
7. If the findings show that an incorrect level was awarded, the recipient will be asked to return the original level certificate and pin. There is no need to return the cash bonus. CCPDI will award a new certificate reflecting the corrected level, a new pin, and a new check with the remaining balance. The new check will be decided by calculating the difference between the former level award amount and the new award amount. Check processing may take additional time to process.

### Training and Longevity Supplement Awards

A Training & Longevity recipient who disagrees with the year of service awarded has a right to appeal the decision.

If an appeal of decision is needed, the following procedure must be followed:

- 1 The recipient must send a letter of appeal. This letter should include:
  - a. full legal name of the recipient
  - b. recipient address and daytime contact information
  - c. number of years awarded and the number of years the provider believes is correct.
  - d. formal statement requesting an appeal review.

- 2 Send letter and supporting documentation to:  
CCPDI  
Appeal Request  
9750 South 300 West  
Sandy, UT 84070
3. CCPDI will review the application information used to award the TLS bonus, along with any documentation provided by the recipient. Please see Incorrect Reporting Procedure.
- 4 CCPDI will notify the recipient within 2 weeks of receiving the appeal what the findings were.
5. If the findings show that an incorrect level was awarded, the recipient will be asked to return the original Training & Longevity Certificate. There is no need to return the cash bonus. CCPDI will award a new certificate reflecting the corrected years of service and a new check with the remaining balance. The new check will be decided by calculating the difference between the former level award amount and the new award amount. Check processing may take additional time to process.

### **Number of Career Ladder and Endorsements**

(effective July 1, 2006)

Applicants may receive two (2) Career Ladder level advancements and two (2) Endorsements per fiscal year (July 1 – June 30). Applications to be considered for the current fiscal year must be received no later than May 1.

Applications received May 1 – June 30 will not be processed until July 1.

### **Training Requirements Policy**

(revision effective July 1, 2006)

#### **TRAINING TIME LIMITS** (revision effective July 1, 2004)

All training hours, CEU's and college credits that are used to advance a level on the Career Ladder or Endorsement Certification must have been completed within the last five (5) years from application date. To determine the expiration date of community-based or college credit where training was obtained over multiple days, the expiration date will be the last day on the certificate or the end of the semester. For example, Fall semester classes will not expire until December 25, five years from the semester year.

#### **CEU AND COLLEGE CREDITS** (revision effective July 1, 2006)

Applicants may use CEU's or college credits for Career Ladder Levels 4 – 8 that have not already been used for a previous level of certification. Note that CEU's cannot be used for Levels 1 - 3.

Any CCR&R Level 2 or 3 courses taken for CEU credit prior to September 30, 2006 may be used to advance in Career Ladder Level 4 - 8. Level 2 and 3 courses taken for CEU credit AFTER October 1, 2006 will not be accepted for Levels 4-8 and may only be used for Levels 2 and 3.

CEU certificates MUST have the date completed and the amount of CEU's granted printed on the CEU certificate.

New college credits or CEU's MUST have been completed within the last five (5) years, and MUST have been completed AFTER the most recent level of certification was processed by CCPDI.

College credits must be from an approved accredited college. In addition, the accrediting agency accrediting the college must be recognized by the US Secretary of Education.

#### **MULTIPLE CREDIT TRAINING** (effective July 1, 2000)

Courses which offer more than one kind of Career Ladder credit (for example, community-based courses which offer training hours, but also offer CEUs or college credits) may only be used to meet the requirements of one Career Ladder Level. For example, the same course cannot be used for one Career Ladder level as a community-based course, and again for another level as a CEU or college credit.

#### **APPROVED TRAINING** (effective July 1, 2000)

Only approved community-based training will be accepted. For a list of currently approved community-based training, please contact CCPDI.

College credit and degrees will only be accepted from an approved accredited college. In addition, the accrediting agency that accredits the college must be recognized by the US Secretary of Education.

### **Awarding Levels with College Credit**

(effective July 1, 2000)

When using the college credit option on the Career Ladder a provider must submit official transcripts. As part of the procedure, CCPDI will review the transcripts and will select those that meet ALL of these requirements:

- Courses applicable or specific to the age group that the provider is working with. This is courses applicable to Early Childhood to those providers that are working 20 or more hours a week with children birth to preschool and/or courses applicable to School Age to those providers that are working 10 hours or more a week with children ages kindergarten through grade 6 in an after school program or child care center.
- That the courses are not older than five (5) years from an approved accredited college.
- That the courses were passed with C grade or better.

After selecting the applicable credits, CCPDI will grant the highest level according to the amount of eligible credits.

### **Early Childhood and Elementary Education Credit**

(effective July 1, 2007)

Early Childhood credits from an approved accredited college can be used for a Career Ladder level only if the provider is caring for children birth through 5 at least 20 hours per week. Elementary Education credits from an approved accredited college can be used for a Career Ladder level only if caring for children Kindergarten through 6th grade at least 10 hours per week.

A provider who works with children birth through 5 **AND** Kindergarten through 6th grade may use Early Childhood and Elementary Education courses from an approved accredited college if they work 20 hours per week with children birth through 5 **AND** an additional 10 hours per week with children Kindergarten through 6th grade. Work hours will not be calculated concurrently. A provider must work a minimum of 30 hours per week to use both Early Childhood and Elementary Education credits.

## **First Aid and CPR Training**

(effective July 1, 2006)

When the expiration date does not appear on a First aid or CPR card, the following expiration terms will apply:

1. First Aid – Three (3) years from the date issued
2. CPR - One (1) year from the date issued

## **Family Child Care Endorsement Courses**

(effective September 1, 2005)

Family Child Care Endorsement Courses may only be used by providers who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.

If an applicant **is not** employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program and attended these courses prior to September 1, 2005 and are within five (5) years of submission, a center-based applicant may use these courses to advance a level on the Career Ladder, if they meet all other requirements for Career Ladder. Center-based participants may use the Family Child Care courses to receive the Family Child Care Endorsement, if at least two (2) of the four (4) courses were received prior to September 1, 2005 and the completion date is within the past five (5) years and all other requirements are fulfilled.

## **Confidentiality**

(effective July 1, 2007)

Due to the sensitive nature of information disclosed on applications received by CCPDI, the information contained therein is deemed confidential. CCPDI recognizes the right of an individual to maintain the confidentiality of disclosed information to CCPDI in its entirety. CCPDI is legally prohibited from sharing this information with any individual who is not the applicant. The status of an application or any information contained therein will not be released to relatives, coworkers or employers. However, we reserve the right to share this information with our partners, the Child Care Resource and Referral and Utah Office of Child Care for the purposes of maintaining accurate records.

After a provider has been awarded a level on the Career Ladder, it is deemed public information and is exempt from this policy.

## **Legal Name**

(effective July 1, 2006)

Career Ladder and Training & Longevity Supplement bonus awards are processed through Child Care Professional Development Institute in cooperation with Salt Lake Community College. Salt Lake Community College requires that the Social Security Number and applicant's name match. The Business Office at Salt Lake Community College verifies this information for every application.

The applicant's name that appears on the Career Ladder application must be identical to the name on the applicant's Social Security Card.

Because the application requires the legal name be placed on each application, the name on the Training Registry and the award certificate(s) must be in the legal name printed on the applicant's Social Security Card. No other name can be printed on the award certificate.

## **Incomplete Applications**

(effective July 1, 2000)

A complete, original application is one that is received at CCPDI that includes all required written information and all supporting documentation. If an application is received without complete written information and needed documentation, or if it is not the original written application, it will be returned and considered never submitted. It is an applicant's responsibility to ensure all paperwork is included and up-to-date when submitting their application.

The official received date to CCPDI will be when all supporting documents and the completed application are turned in together.

CCPDI will not hold any incomplete applications. They will be returned as soon as CCPDI becomes aware that the application was incomplete.

## **Fraudulent Information Policy**

(effective July 1, 2006)

CCPDI reserves the right to investigate any suspected fraud. CCPDI personnel, at their discretion, may require additional documentation that they believe is pertinent to verify any information provided by the applicant or by the employer, prior to completing the application process, or after the bonus is awarded.

All forms of fraud will be prosecuted to the fullest extent of the law. Those who are found to have given fraudulent information to obtain a Career Ladder or Training & Longevity bonus will not be allowed to participate in any further CCPDI or Office of Child Care programs.

## **Incorrect Reporting**

(effective July 1, 2006)

### **TRAINING AND LONGEVITY SUPPLEMENT**

Applications that are submitted to Child Care Professional Development Institute are considered true and accurate at the time they are submitted. If an applicant submits an incorrect start date of continuous employment on their application and/or the employer reports the wrong start date of continuous employment **and** CCPDI has completed the application process and awarded TLS based on the incorrect information, one of the following will occur:

- If the information leads to a Training & Longevity Supplement bonus amount that is less than the actual amount that should have been awarded, CCPDI will not correct that date for any Career Ladder, Endorsement, or Training and Longevity award the applicant has received. The additional amount will not be awarded.

- If the information leads to a Training & Longevity Supplement bonus amount that is more than the actual amount that should have been awarded, a fraudulent investigation may be initiated. Please see the Fraudulent Information Policy.
- If the accurate start date is reported by the applicant and the employer correctly, and the error is made on the part of the staff of CCPDI or the Bureau of Licensing records, the award and monies will be corrected within four (4) weeks of verifying the incorrect information. Please see APPEAL PROCESS to complete your request.

### **No Money Attached Applications**

(effective September 1, 2005)

An applicant who is applying for Career Ladder, Endorsement, or Training & Longevity Supplement may request to receive only the level certificate and pin but no cash bonus for the award. The applicant must abide by the same policies and procedures that apply for receiving a cash bonus. In addition, a signed and dated REFUSAL OF STIPEND FORM must be attached to the original application.

The recipient may not make a request for cash bonus or reapply for the Career Ladder level after the certificate/pin has been issued.

### **Right to Refuse Services**

(effective July 1, 2006)

CCPDI reserves the right to refuse participation in the Career Ladder program if the applicant's behavior is deemed harassing, including verbal aggression towards staff. CCPDI may also deny **any kind** of service if the applicant's behavior is deemed harassment or extremely derogatory, by the staff.

Procedure:

1. If an applicant becomes verbally abusive or harassing on the phone, CCPDI staff will inform the applicant they will discontinue the phone call and inform the applicant they may call back when they can speak to CCPDI personnel without using derogatory language. The CCPDI staff will document the phone call, and file the documentation in the applicants file.
2. Applicant will be given a chance to call back and resolve the issue without becoming derogatory, abusive, or harassing. If participant begins the derogatory or abusive language again, CCPDI personnel will inform the applicant that they will not continue to work with applicant because of the behaviors, they will be notified in writing, and then discontinue the conversation. The CCPDI staff will document the phone call, and file the documentation in the applicants file.
3. A letter of refusal will immediately be sent to the applicant, Office of Child Care Program Specialist, and placed in the applicants file.
4. A notice of suspension will be sent to the Office of Child Care Quality Committee to apprise them of the situation.

### **Grievance Policy**

(effective September 1, 2005)

Participants in the Career Ladder program have the right to air grievances in a timely manner if they feel that the policies and procedures have not been followed and/or they feel they have been treated unfairly.

An appeal process may be necessary. Please see APPEAL PROCESS for further information.

Participants have a right to:

- Call CCPDI Secretary at 801-957-4469; if your grievance is not satisfied you may
- Call CCPDI Coordinator; if your grievance is not satisfied you may
- Call CCPDI Director; if your grievance is not satisfied you may
- Call the CCPDI Program Specialist at the Office of Child Care

### **Updates to Career Ladder Program**

(effective July 1, 2006)

CCPDI may update any of the programs including Career Ladder, Endorsements, Training & Longevity Supplement, and Scholarship content and applications. Updates and changes to any CCPDI program will begin the 1st of July following the approved policy change, unless the required change or update is for legal purposes.

When program policy or procedure is changed, CCPDI will notify providers through letters, Child Care Resource & Referral newsletters, and community-based classes, of the changes that are occurring and the effective dates.

It is the responsibility of the applicant to obtain the current information/new applications at CCPDI or any other partner agency that may have the information available. Applicants may obtain current Career Ladder information by calling CCPDI at (801) 957-4469 or toll free at 1 (888) 963-8558.

Updated applications that are not current within 30 days of the beginning of the fiscal year will be returned, unless otherwise stated in notification.

### **Documentation Rights**

(effective July 1, 2000)

When any application and/or supporting documentation are submitted for processing, the documents become the property of CCPDI, Salt Lake Community College, and the Utah Office of Child Care. No applications or supporting documentation will be returned to the applicant after an application has been processed.