



CHILD CARE
PROFESSIONAL
DEVELOPMENT
INSTITUTE

Utah Career Ladder

Approved Professional Activities List

Professional Activities for Utah Career Ladder credit: This is not a comprehensive list. If you are participating in other activities related to the field of Early Childhood, please submit a Professional Activity Approval Form in advance of the activity. A minimum of 2 hours is required for each Professional Activity. A maximum of 10 hours of Professional Activities will be accepted per level.	# of times per applicant per lifetime
Related to Professional Organizations	
Attend a professional organization meeting (e.g. NAEYC, PFCCA). Submit a 1-page paper about what was observed and anything learned.	
Be an active committee member of an appropriate local, state, regional, or national professional organization. Submit documentation describing your role.	
Be a board member of a statewide or national professional organization	
Related to Professional Conferences	
Attend a local or state conference. Cannot use this if already used for CEUs. Must submit homework form.	Once
Attend a national conference. Must submit homework form.	
Serve on a professional conference planning committee.	
Present at a local or state professional conference. Submit a program or other materials with your name listed as a presenter.	
Present at a national conference. Submit a program or other materials with your name listed as a presenter.	
Chair a professional conference planning committee.	
Related to training, teaching or mentoring others	
Prepare and present an in-service training or workshop for staff or parents within your own program.	
Prepare and present as a guest speaker for a college course (minimum of 1 clock hour).	
Design and create a document (e.g. brochure) on an Early childhood-related content area to be provided for families.	
Assist a presenter in researching, setting up, and carrying out a training.	
Related to program quality improvement or validation	

Administer the CACFP (food program) in your facility.	Once
Create a lending library of program resources/materials for families.	
Serve on the accreditation committee of your program to achieve or maintain national program accreditation.	
Direct a program through a national accreditation process.	
Become a licensed provider or program.	Once
Related to contributing written content	
Maintain program's website. (This does not include the CAC marketing page.)	
Maintain program's handbook for staff or families.	
Create program's website.	Once
Create handbook for program staff or families	Once
Create a notebook or binder with activity plans and step-by-step instructions for carrying out activities.	Once
Create a sports/game description and rule book for program.	Once
Create, conduct, and tally program survey for families	
Contribute written content to a professionally relevant publication that is distributed locally or statewide.	
Create PowerPoint presentation/video for staff orientation.	
Create PowerPoint presentation/video for new family orientation.	

For more information, please see our website (ccpdi.usu.edu) or contact:

Child Care Professional Development Institute
6510 Old Main Hill
Logan, Utah 84322-6510
ccpdi@usu.edu