



# Utah Professional Development System Specialty Instructor Approval Application

Before an individual begins training for an approved training agency, the agency must submit this form and accompanying documents to the statewide Professional Development Specialist at the Office of Child Care. If you have any questions regarding this document or the trainer approval process, please contact KC Hutton, Office of Child Care Professional Development Specialist, at 801-526-4406.

**To add a trainer to the Career Ladder approved training agency, please submit:**

- Trainer Submission Form
- Current Resume and Transcripts **or** a copy of credential/certificate
- Signed copy of the Trainer Agreement for the Trainer Code of Conduct

## Section 1: Trainer Information Attachments

Name \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_

Work Address \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home /Mobile Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Courses Requesting to Teach:

Basic Level  Advanced Level  Specialty \_\_\_\_\_

## Section 2: Trainer Qualifications

**Specialty trainers:** may train in their field of expertise and need to have a current license, certification, or Bachelor's Degree in that field **plus** two years of experience related to the specialty area.

Type of degree (Bachelor's, Master's, etc.) and major field of study: \_\_\_\_\_

Experience related to the specialty area: \_\_\_\_\_

\_\_\_\_\_

**Individuals that meet the above qualifications can only teach specific Career Ladder Level Courses related to their area of expertise.**

**Section 3: Submitter Information**

Please indicate which counties the trainer is willing to provide training.

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Beaver County   | <input type="checkbox"/> Box Elder County | <input type="checkbox"/> Cache County      | <input type="checkbox"/> Carbon County  |
| <input type="checkbox"/> Daggett County  | <input type="checkbox"/> Davis County     | <input type="checkbox"/> Duchesne County   | <input type="checkbox"/> Emery County   |
| <input type="checkbox"/> Garfield County | <input type="checkbox"/> Grand County     | <input type="checkbox"/> Iron County       | <input type="checkbox"/> Juab County    |
| <input type="checkbox"/> Kane County     | <input type="checkbox"/> Millard County   | <input type="checkbox"/> Morgan County     | <input type="checkbox"/> Piute County   |
| <input type="checkbox"/> Rich County     | <input type="checkbox"/> Salt Lake County | <input type="checkbox"/> San Juan County   | <input type="checkbox"/> Sanpete County |
| <input type="checkbox"/> Sevier County   | <input type="checkbox"/> Summit County    | <input type="checkbox"/> Tooele County     | <input type="checkbox"/> Uintah County  |
| <input type="checkbox"/> Utah County     | <input type="checkbox"/> Wasatch County   | <input type="checkbox"/> Washington County | <input type="checkbox"/> Wayne County   |
| <input type="checkbox"/> Weber County    |   |  |   |

\_\_\_\_ I have reviewed the applicant's transcripts and resume **or** certification and believe this trainer to be qualified to teach Career Ladder level classes without any further course work.

\_\_\_\_ I have reviewed the enclosed transcripts and resume, and believe that this trainer does not currently have all the required course work, but I believe him/her to be qualified to teach Career Ladder level classes. A training plan is enclosed.

Print Submitter's Name: \_\_\_\_\_

Submitter's Signature: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

**Please mail or email the trainer submission form and all documents to:**

KC Hutton – Professional Development Specialist  
Office of Child Care – Department of Workforce Services  
140 E. 300 S.  
Salt Lake City, UT 84111  
khutton@utah.gov