



CANDIDATE APPLICATION

<input type="checkbox"/> CAREER LADDER LEVEL AWARD(S)
<input type="checkbox"/> ENDORSEMENT AWARD(S)
<input type="checkbox"/> TRAINING & LONGEVITY SUPPLEMENT

SECTION 1: CANDIDATE IDENTIFICATION		DATE OF BIRTH / /	SOCIAL SECURITY NUMBER - -	
LAST NAME (AS IT APPEARS ON YOUR SOCIAL SECURITY CARD)	FIRST NAME	MIDDLE NAME		<input type="checkbox"/> NEW ADDRESS
STREET NUMBER		CITY	COUNTY	ZIP CODE
PRIMARY NUMBER	SECONDARY NUMBER		E-MAIL ADDRESS	

SECTION 2: PROGRAM IDENTIFICATION	<input type="checkbox"/> LICENSED CENTER	<input type="checkbox"/> LICENSED FAMILY HOME	<input type="checkbox"/> RESIDENTIAL CERTIFICATE	
	<input type="checkbox"/> LICENSE EXEMPT	<input type="checkbox"/> HEAD START PROGRAM	<input type="checkbox"/> OTHER: _____	
PROGRAM NAME (LEGAL NAME OF PROGRAM)			PROGRAM TELEPHONE NUMBER	
STREET NUMBER		CITY	COUNTY	ZIP CODE
CANDIDATE POSITION	DATE OF HIRE / /	HOURS WORKED PER WEEK	HAVE YOU TAKEN 4 WEEKS OR MORE CONTINUOUS LEAVE TIME DURING THE PAST YEAR? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NUMBER OF CHILDREN ENROLLED IN PROGRAM	AGES OF CHILDREN YOU WORK DIRECTLY WITH		DOES THIS PROGRAM CLOSE FOR FOUR OR MORE CONTINUOUS WEEKS DURING THE YEAR? <input type="checkbox"/> YES <input type="checkbox"/> NO	

SECTION 3: EMPLOYMENT VERIFICATION	CANDIDATES WHO ARE NOT THE REGISTERED OWNER OF THE PROGRAM IDENTIFIED, MUST HAVE THEIR SUPERVISOR COMPLETE THIS SECTION!		
SUPERVISOR NAME	SUPERVISOR TITLE	CONTACT NUMBER	
I HAVE REVIEWED THE CANDIDATE AND PROGRAM IDENTIFICATION LISTED BY MY EMPLOYEE ON THIS FORM AND CERTIFY THIS INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND I CAN AND WILL BE PENALIZED BY LAW IF I COMMIT PERJURY BY PURPOSELY CONFIRMING ANY FALSE INFORMATION ON THIS FORM. I ALSO UNDERSTAND I MAY LOSE MY OWN PRIVILEGE TO PARTICIPATE IN FUTURE CAREER LADDER AND DEPARTMENT OF WORFORCE SERVICES GRANT PROGRAMS.			
_____ SUPERVISOR SIGNATURE		_____ DATE	

SECTION 4: CANDIDATE CERTIFICATION
I, THE CANDIDATE, CERTIFY THAT THE INFORMATION I HAVE GIVEN ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND I CAN BE PENALIZED BY LAW IF I COMMIT PERJURY BY PURPOSELY PROVIDING FALSE INFORMATION ON THIS APPLICATION, AND MAY BE REQUIRED TO RETURN AWARDS FUNDS RECEIVED BY PROVIDING FALSE INFORMATION AND/OR BE SUBJECT TO FINES. I ALSO UNDERSTAND I MAY LOSE MY PRIVILEGE TO PARTICIPATE IN FUTURE CAREER LADDER AND DEPARTMENT OF WORKFORCE SERVICE GRANT PROGRAMS.
_____ CANDIDATE SIGNATURE
_____ DATE

SECTION 5: CCPDI OFFICE USE ONLY			
	PROGRAM LICENSE VERIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO	INITIAL LICENSE/HIRE DATE / /	
	TRAINING VERIFICATION <input type="checkbox"/> CCR&R COURSES <input type="checkbox"/> CEU/COLLEGE <input type="checkbox"/> OTHER		
	LAST CL RECEIVED	YRS. OF CONT. EMPLOYMENT	TLS ELIGIBILITY DATE / /
AWARDED LEVEL(S) - ENDORSEMENT(S)	CERTIFICATE NUMBER(S)		AWARD AMOUNT
APPROVED BY	DATE / /	INDEX NUMBER	ACCOUNT NUMBER

SECTION 6: CAREER LADDER LEVEL AWARD. LIST THE LEVEL(S) YOU ARE APPLYING FOR:

LEVEL: _____ LEVEL: _____

NEW CAREER LADDER APPLICANT

RETURNING CAREER LADDER APPLICANT
LAST RECEIVED LEVEL: _____

TRAINING TYPE(S) FOR AWARD CONSIDERATION:

- CAREER LADDER COURSES* COLLEGE CREDITS** CEU CREDITS** CERTIFICATIONS**
- OTHER (PLEASE LIST)**: _____

* NO DOCUMENTATION IS REQUIRED, COMPLETE SECTION 8: BASIC AND ENDORSEMENT LEVEL COURSE UTILIZATION

** DOCUMENTATION IS REQUIRED; INCLUDE COPIES OF CERTIFICATIONS AND ENDORSEMENTS. COLLEGE CREDIT REQUIRES AN ORIGINAL TRANSCRIPT

SECTION 7: CAREER LADDER ENDORSEMENT AWARD. LIST THE ENDORSEMENT(S) YOU ARE APPLYING FOR

ENDORSEMENT: _____ ENDORSEMENT: _____

SECTION 8: CCR&R CAREER LADDER COURSE UTILIZATION. LIST COURSES FOR USE IN CAREER LEVEL(S) ADVANCE AND/OR ENDORSEMENT(S).

COURSE TITLE AND SESSION	CCR&R REGION CLASS TAUGHT	DATE COMPLETED	COURSE TITLE AND SESSION	CCR&R REGION CLASS TAUGHT	DATE COMPLETED

SECTION 9: TRAINING & LONGEVITY SUPPLEMENT (TLS) AWARD.

CANDIDATE MAY NOT APPLY FOR CAREER LADDER LEVEL AND TLS AWARD AT THE SAME TIME!!

NEW TLS AWARD APPLICANT

RETURNING TLS AWARD APPLICANT

CAREER LADDER LEVEL: _____ YEARS OF CONTINUOUS LICENSED EXPERIENCE: _____

DATE OF LAST AWARD: _____

THINGS TO REMEMBER

- APPLICATION WILL NOT BE PROCESSED UNLESS ALL AREAS APPLYING TO THE AWARD ARE COMPLETED.
- APPLICATIONS MUST BE ORIGINAL DOCUMENT, CONTAINING THE ORIGINAL SIGNATURES OF CANDIDATE AND EMPLOYER.
- FAXED APPLICATIONS WILL NOT BE ACCEPTED.
- APPLICATIONS MUST BE COPIED TO 8½ x 11 WHITE PAPERS AND COMPLETED IN INK.
- A SOCIAL SECURITY NUMBER OR TAX IDENTIFICATION NUMBER MUST BE INCLUDED ON THE APPLICATION. THE NAME ON THE APPLICATION MUST BE THE LEGAL NAME PRINTED ON YOUR SSN OR TIN CARD. ALL CASH AWARDS AND CERTIFICATES WILL BE AWARDED TO YOUR REGISTERED LEGAL NAME.
- CANDIDATES MAY RECEIVE TWO (2) CAREER LADDER LEVEL ADVANCEMENTS, TWO (2) CAREER LADDER ENDORSEMENTS AND ONE (1) TRAINING & LONGEVITY SUPPLEMENT AWARD PER FISCAL YEAR (JULY 1 – JUNE 30). DATES ARE BASED ON THE COMPLETION OF THE PROCESSING THROUGH CCPDI AND NOT THE SUBMISSION DATE.

EMPLOYMENT ELIGIBILITY CRITERIA

- CANDIDATES MUST BE CURRENTLY EMPLOYED, WORKING DIRECTLY WITH CHILDREN IN THE SAME POSITION FOR SIX (6) MONTHS TO MEET LEVEL AND/OR ENDORSEMENT REQUIREMENT AND TWELVE (12) MONTHS TO MEET TRAINING & LONGEVITY SUPPLEMENT (TLS) REQUIREMENT:
 - AT LEAST 20 HOURS PER WEEK WITH CHILDREN AGES BIRTH TO PRESCHOOL AND/OR
 - AT LEAST 10 HOURS PER WEEK WITH CHILDREN KINDERGARTEN TO GRADE SIX.
- CANDIDATES WHO WORK IN PROGRAMS THAT CLOSE FOR MORE THAN FOUR (4) CONTINUOUS WEEKS DURING THE YEAR ARE ELIGIBLE ONLY AFTER THE CURRENT ATTENDANCE YEAR HAS BEEN IN SESSION SIX (6) MONTHS.

DOCUMENTATION REQUIREMENTS

- CAREER LADDER COURSES MUST BE LISTED ABOVE AND DO NOT REQUIRE A COPY OF THE ISSUED CERTIFICATE.
- CANDIDATES UTILIZING "OTHER" TRAINING CERTIFICATIONS OR ENDORSEMENTS (CDA, NAC, CPR, FIRST AID, FOOD HANDLERS, UTAH SKILLS, ETC.) MUST INCLUDE A COPY OF DOCUMENTATION VERIFYING TRAINING PARTICIPATION AND/OR COMPLETION.
- CANDIDATES UTILIZING COLLEGE CREDITS MUST SUBMIT OFFICIAL OR STUDENT ISSUED TRANSCRIPTS FROM AN ACCREDITED COLLEGE. PHOTOCOPIED OR INTERNET COPIES WILL NOT BE ACCEPTED.
- ALL CLASSES MUST HAVE BEEN COMPLETED IN THE PAST FIVE YEARS, INCLUDING CEU, COLLEGE COURSE WORK AND DEGREES (UNLESS OTHERWISE SPECIFIED).

CAREER LADDER TRAINING CLASSES

FOR A SCHEDULE OF CURRENT TRAINING CLASSES, CALL YOUR LOCAL CHILD CARE RESOURCE AND REFERRAL (CCR&R) AGENCY, LISTED IN YOUR PROFESSIONAL PROGRAMS BOOKLET, OR VISIT THE UTAH TRAINING REGISTRY WEBSITE: <http://trainingregistry.jobs.utah.gov/>

QUESTIONS

IF YOU HAVE QUESTIONS ABOUT THE CAREER LADDER PROGRAM OR ABOUT YOUR CAREER LADDER APPLICATION, PLEASE CONTACT THE CHILD CARE PROFESSIONAL DEVELOPMENT INSTITUTE (CCPDI) AT (801) 957-4469, OR TOLL FREE AT 1-888-963-8558. www.slcc.edu/ccpdi



MAIL APPLICATION TO:

CCPDI
9750 SOUTH 300 WEST #211
SANDY, UTAH 84070

