

**Child Care  
Professional Development Institute**

# **Early Childhood Provider Professional Development Programs**

**Early Childhood 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 Services, Office of Child Care 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 early childhood 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 Early Childhood Career Ladder Program**

The Early Childhood 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 Early Childhood 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 required state licensing training hours.

## **The Early Childhood 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, including 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.

# Early Childhood Career Ladder Program

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## What is the Early Childhood Career Ladder?

The Early Childhood Career Ladder is a voluntary statewide training certification program for early childhood child care providers. The goal of the Career Ladder Program 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.

## Who can participate in the Early Childhood Career Ladder?

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

1. You must be currently employed working at least 20 hours per week with children ages birth through preschool in an early childhood/child care program.
2. You must have been continuously employed in this capacity in the same program for at least the past six months.
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 child care center teacher, caregiver, or director
  - C. a license exempt child care/preschool teacher or director
  - D. a regular every day classroom teacher, classroom teacher's aide, or education specialist in a Head Start program
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.***

## How many levels of Career Ladder certification are there?

There are 10 possible levels of Early Childhood Career Ladder certification. You may apply for each level of certification once. There is no set order the levels must be received in, but you may only receive each level once.

## What Is a 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 for early childhood 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.

In addition to receiving your endorsement certification and bonus, any endorsement course, except the School Age Endorsement courses, may be used to move up to levels 4 through 7 on the Early Childhood Career Ladder. The Family Child Care Endorsement courses may only be used for levels 4 through 7 by providers who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program. For more information on uses for the School Age Endorsement courses, see the School Age Provider Professional Development Booklet.

## 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 Early Childhood 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. For more information about CCR&R Career Ladder courses, see pages 4 through 11.
2. **Continuing Education Units (CEUs).** New continuing education units in early childhood topics may be used on the Career Ladder for levels 4 through 7, provided you complete them after your application for the Career Ladder level you want to use them to build on has been received and approved in CCPDI. and within the past 5 years.
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 working with children ages birth through preschool, and you must have received a passing grade of C or higher. For more information about early childhood college credit courses, see pages 12 through 16.

## 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 community-based training, and again for another level as a CEU or college credit.

The following pages give additional information about CCR&R and college credit courses that can be used on the Early Childhood Career Ladder.

## CCR&R Career Ladder Courses

CCR&R Career Ladder courses can be used on the Early Childhood Career Ladder for up to 5 years after the course completion date. If a course hasn't 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.

Pages 28-31 in this booklet contain a *CCR&R Career Ladder Courses-at-a-Glance* chart which lists each Career Ladder course taught by your local CCR&R agency and shows which Career Ladder levels and endorsements the course may be used for. You can use these pages to track your use of these courses.

## Early Childhood Career Ladder Level 1 – 7 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. If you enter the Career Ladder at a higher level with a CDA or college credits, you may use these courses to go back and get your level 1 certification, or you may use them to help you move up to levels 4 through 7. All courses must have been completed in the last 5 years.

### **Early Childhood/School Age Course 1: Child Care Health & Safety** (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.

### **Early Childhood/School Age Course 2: 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.

### **Early Childhood Course 1: 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.

## **Early Childhood Career Ladder Level 2 – 7 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. If you enter the Career Ladder at a higher level with a CDA or college credits, you may use these courses to go back and get your level 2 and 3 certifications, or you may use them to help you move up to levels 4 through 7. All 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 in the back of this booklet.

### **Early Childhood Course 2: 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.

### **Early Childhood Course 3: 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.

### **Early Childhood Course 4: 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.

### **Early Childhood/School Age Course 3: 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.

### **Early Childhood/School Age Course 4: 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.

**Early Childhood/School Age Course 5: 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.

**Early Childhood/School Age Course 6: 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.

**Early Childhood/School Age Course 7: 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.

**CCR&R Career Ladder Endorsement Courses**

The following CCR&R Career Ladder Endorsement courses can be used on the Early Childhood Career Ladder to move up to levels 4 through 7. 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. All courses must have been completed in the last 5 years.

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*“ I want to do better tomorrow than I did today and I always feel that way after classes.”*

- A provider from Ogden

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## **Infant & Toddler Endorsement Courses**

These courses may each be used twice – once on the Early Childhood 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 Early Childhood 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 effectively and appropriately foster preschooler's language and early literacy development 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 effectively and appropriately foster preschooler's early math and science skills 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 effectively and appropriately foster preschooler's physical development 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 effectively and appropriately foster preschooler's social and emotional development 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 either the Early Childhood or School Age 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 children throughout the day in everyday settings, including child care settings.

## **Center Director's Endorsement Course**

This course may be used twice – once on either the Early Childhood or School Age 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 at (801) 205-7574.

## **Family Child Care Endorsement Courses**

These courses may be used twice – once on either the Early Childhood or School Age Career Ladder, and once for a Family Child Care Endorsement certification. However, these 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.

### **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.

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***“ This class gave me lots of good ideas to improve my daycare.”***

***- A provider from Provo***

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## **Guidance & Emotional Wellness Endorsement Courses**

These courses may be used *twice* – once on either the Early Childhood *or* School Age 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 common behavior problems. Areas of focus include: providing a supportive physical environment, supportive routines and transitions, creating a positive verbal environment, and creating a caring community.

### **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.

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***“ Thanks so much for acknowledging the people in this world who love taking care of the little ones, and who work hard to learn what their needs are.”***

***- A provider from Cedar City***

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## School Age Endorsement Courses

These courses are specific to working with school age children ages kindergarten through grade six. Providers on the Early Childhood Career Ladder may use these courses to receive a School Age Endorsement. If these courses are used for a School Age Endorsement, they *may not* also be used on the School Age Career Ladder. For more information about the School Age Career Ladder, see the School Age Provider Professional Development Programs booklet.

### **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.

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***“ This class really got me thinking again, instead of using the same old things over and over.”***

- A provider from Ogden

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## Early Childhood College Credit Courses

In order for college credits and degrees to be used on the Career Ladder, they must have been received in the past five years, and they must be from an 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. Courses from Utah's accredited colleges and universities which may be applied toward an Early Childhood Career Ladder certification include the courses listed below. Other courses may be considered upon submission of a course syllabus and/or college catalog description.

## Using College Credits for Levels 3-7

The 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 early childhood requirement. Applicants who submit college transcripts to qualify for Levels 3 through 7 must submit copies of ***all certificates, diplomas, and complete official transcripts (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.

### Utah State University (Logan)

FCHD 1500	Human Development
FCHD 2250	Seminar & Practicum In ECE
FCHD 2500	Child Development Associate Training
FCHD 2550	CDA Practicum
FCHD 2610	Parenting and Child Guidance
FCHD 3100	Abuse & Neglect
FCHD 3500	Infancy Lab
FCHD 3510	Infancy & Early Childhood
FCHD 4550	Preschool Methods & Curriculum
FCHD 4960	Practice Teaching In Child Development Lab
FCHD 6060	Human Development Theories

**Weber State University (Ogden)**

ChFam 1500	Human Development
ChFam 2500	Development of the Child: Birth through 8
ChFam 2600	Introduction to Early Childhood Education
ChFam 2610	Guidance Based on Developmental Theory
ChFam 2620	Planning Creative Experiences
ChFam 2850	Child Development Associate Training
ChFam 2990A	Seminar in Child Development
ChFam 3500	Young Children at Risk
ChFam 3640	Working with Parents
ChFam 3680	Teaching Experience in the Preschool
ChFam 4710	Advanced Guidance & Planning
ChFam 4720	Children's School Student Teaching
ChFam 4990A	Seminar in Child Development

**University of Utah (Salt Lake City)**

FCS 1500	Human Development
FCS 2610	Understanding Children
FCS 2620	Child Development Practicum
FCS 2621	The Whole Child Telecourse
FCS 2640	Integrated Curriculum Methods
FCS 3220	Development in Infancy and Early Childhood
FCS 5150	Administration & Supervision of EC Programs
FCS 5170	Creativity & Cognition in Young Children
FCS 5190	Early Childhood Internship
FCS 5250	Theories of Human Development

**Salt Lake Community College (Salt Lake City)**

FHS 0010	Supervised Lab Experience
FHS 1320	Health, Safety, & Nutrition for Children
FHS 1500	Human Development
FHS 2000	Co-op Education in Family & Human Studies
FHS 2300	Administration of Early Childhood Programs
FHS 2330	Math & Science for Children
FHS 2350	Art & Music for Children
FHS 2500	Child Development: Birth to Eight
FHS 2550	Infant Growth & Development
FHS 2600	Introduction to Early Childhood Education
FHS 2610	Child Guidance
FHS 2620	Creative Learning
FHS 2630	Media for Children
FHS 2640	Working with Parents
FHS 2800	Practicum Teaching
FHS 2820	Teaching Seminar

**Utah Valley State College (Orem)**

ECFS 1100	Human Development
ECFS 2100	Approaches to Early Childhood Education
ECFS 2420	Young Children with Special Needs
ECFS 2510	Child Development: Infancy
ECFS 2620	Advanced Early Childhood Curriculum
EDEC 1120	First Aid, Child Health & Safety
EDEC 1140	Child Nutrition
EDEC 1150	Parent Relations
EDEC 1620	Early Childhood Curriculum
EDEC 1630	Early Childhood Activities
EDEC 1640	Children's Music & Movement
EDEC 2300	Including Young Diverse Learners
EDEC 2350	Childhood Education & Administration
EDEC 2520	Child Development Birth-Five Years
EDEC 2600	Introduction to Early Childhood Education
EDEC 2610	Child Guidance
EDEC 2640	Literacy & Literature for Early Childhood
EDEC 2700	Early Childhood Practicum
EDEC 3300	Assessment of Young Children
EDEC 3620	Curriculum Foundations: Pre-primary
EDEC 4110	Problem Solving Methods in ECE
EDEC 4130	Creative Arts Methods in ECE
EDED 4150	Language Arts & Social Studies in ECE
EDEC 4860	Student Teaching, Pre-kindergarten
EDEC 4950	ECE and Administration Seminar

**Brigham Young University (Provo)**

MFHD 210	Human Development
MFHD 321	Foundations of DAP
MFHD 322	Practicum in DAP
MFHD 331	Infant Development
MFHD 332	Early and Middle Childhood
MFHD 340	Parenting & Child Guidance
MFHD 351	Social Development
MFHD 352	Cognitive Development
MFHD 353	Moral Development
MFHD 355	Language Development
MFHD 410	Advanced Issues in Human Development
MFHD 420	Administering Programs for Young Children
MFHD 514	Theories of Human Development
MFHD 520	Head Teacher's Practicum in Preschool
MFHD 522R	Seminar in Early Childhood Education
ECE 320	Teaching the Creative Arts: Birth - Kindergarten
ECE 323	Integrated Curriculum in Prog. for Young Children
ECE 324	Integrated Curriculum Practicum
ECE 326	Teaching Social Studies for Cultural Understanding
ECE 327	Assessment in ECE Programs
ECE 423	Preschool Student Teaching Practicum

**College of Eastern Utah (Price)**

FAML 1500	Human Development
FAML 2030	PE for Young Children
FAML 2500	Child Development Birth to Eight
FAML 2600	Introduction to Early Childhood Education
FAML 2610	Child Guidance
FAML 2620	Planning Creative Exper. for Children
FAML 2625	Administration of Child Care Programs
FAML 2627	Storytelling
FAML 2630	Practicum Teaching Lab
FAML 2631	Teaching Seminar
EDUC 2760	Music in Early Childhood

**Snow College (Ephraim)**

HFST 1200	Foods & Nutrition for Children
HFST 1500	Human Development
HFST 1600	Child Care as a Business
HFST 183R	Special Projects - Little Buddy
HFST 2500	Early Childhood
HFST 2600	Introduction to Early Childhood Education
HFST 2610	Guidance of Young Children
HFST 2620	Creative Experiences for Children
HFST 2750	Practicum in Preschool Teaching
HFST 2760	Seminar in Preschool Teaching

**Southern Utah University (Cedar City)**

NFS 2120	Nutrition of the Infant and Child
ECD 1500	Human Development
ECD 2610	Introduction to Child Care & Guidance
ECD 2620	Child Care & Guidance Lab
ECD 2650	Child Care Issues
ECD 2660	Child Care Lab
ECD 3500	Child Development: Infancy & Early Childhood
ECD 3610	Play & Advanced Guidance
ECD 3620	Advanced Preschool Lab
ECD 3800	Child Care Administration & Management
ECD 3900	Methods in Preschool Curriculum
ECD 4650	Current Issues in Child Care
ECD 4660	Current Issues in Child Care Lab
ECD 4880	Child Care Teaching Practicum

**Dixie College (St. George)**

NFW 2120	Infant and Child Nutrition
PEHR 2050	First Aid
FCS 1500	Human Development
FCS 2500	Child Development Birth to Eight
FCS 2600	Introduction to Early Childhood Education
FCS 2610	Guidance Based on Development Theory
FCS 2620	Planning Creative Experiences for Young Children
FCS 2900	Health & Safety
FCS 2910	Physical & Intellectual Development
FCS 2920	Social & Emotional Development
FCS 2930	Productive Relationships with Families
FCS 2940	Effective Program Management
FCS 2950	Professionalism
FCS 2960	Child Growth & Development
FCS 2970	Observing & Recording Behaviors

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***“ This class helped me reassert my creativity!”***

- A provider from Salt Lake

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## What training do I need for each level of Early Childhood Career Ladder certification?

The requirements for each level of Early Childhood 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 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.

### Early Childhood Level 1 – \$100 bonus

All of the following:

- Three certifications:
  1. Currently valid Red Cross (or equivalent) first aid certification
  2. Currently valid Red Cross (or equivalent) CPR certification
  3. Current Food Handler's Permit
- Three courses offered through your local CCR&R, completed in the last 5 years:
  1. Early Childhood/School Age Course 1: Child Care Health & Safety
  2. Early Childhood/School Age Course 2: Child Development – Ages & Stages
  3. Early Childhood Course 1: Learning in the Early Years

### Early Childhood Level 2 – \$200 bonus

Level 1 Early Childhood certification, plus 4 of the following 8 courses offered through your local CCR&R, completed in the last 5 years:

1. Early Childhood Course 2: A Great Place for Kids!
2. Early Childhood Course 3: Strong & Smart!
3. Early Childhood Course 4: Learning to Get Along
4. Early Childhood/School Age Course 3: Advanced Child Development
5. Early Childhood/School Age Course 4: Looking to Learn
6. Early Childhood/School Age Course 5: Working Together
7. Early Childhood/School Age Course 6: Creating Good Child Care
8. Early Childhood/School Age Course 7: More than Babysitting

### Early Childhood Level 3 – \$300 bonus

One of the following:

- Level 2 Early Childhood certification, plus the remaining 4 courses listed for Early Childhood Level 2, completed in the last 5 years. **Or,**
- Three passing (grade C or better) semester credits (or 4.5 quarter credits) in college courses specific to children ages birth through preschool, not already used for a previous level of Early Childhood or School Age certification. Credits must be from an approved accredited college and must have been completed in the last 5 years. (See page 12 above.) This option is only for providers who do not already have a one-year college certificate or a college degree that meets the Level 8, 9, or 10 requirements.

## Early Childhood Level 4 – \$400 bonus

One of the following:

- Utah High School Skills Certifications in Child Development and Child Care, *or*
- A currently valid CDA or CCP credential. ***Or,***
- Level 3 Early Childhood certification, plus 4 level 1–3 Early Childhood or Early Childhood/School Age Career Ladder courses completed in the last 5 years and not already used for a previous level of Career Ladder certification. ***Or,***
- Level 3 Early Childhood certification, plus any 4 CCR&R Endorsement courses, except School Age 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 who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.) ***Or,***
- Level 3 Early Childhood certification, plus 3 or more new CEUs or 3 or more new passing (grade C or better) college credits specific to children ages birth through preschool, not already used for a previous level of Early Childhood or School Age Career Ladder certification. New credits or CEUs must have been completed in the last 5 years, and must have been completed after your Level 3 application was received and approved in CCPDI. College credits must be from an approved accredited college. (See page 12 above.) ***Or,***
- Six prior passing (grade C or better) semester credits (or 9 quarter credits) in college courses specific to children ages birth through preschool, not already used for a previous level of Early Childhood or School Age Career Ladder certification. College credits must be from an approved accredited college, and must have been completed in the last 5 years. (See page 12 above.) This option is only for providers who do not already have a one-year college certificate or a college degree that meets the Level 8, 9, or 10 requirements.

## Early Childhood Level 5 – \$500 bonus

One of the following:

- Level 4 Early Childhood certification, plus 4 level 1–3 Early Childhood or Early Childhood/School Age Career Ladder courses completed in the last 5 years and not already used for a previous level of Career Ladder certification. **Or**
- Level 4 Early Childhood certification, plus any 4 CCR&R Endorsement courses, except School Age 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 who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.) **Or,**
- Level 4 Early Childhood certification, plus 3 or more new CEUs or 3 or more new passing (grade C or better) college credits specific to children ages birth through preschool, not already used for a previous level of Early Childhood or School Age Career Ladder certification. New credits or CEUs must have been completed in the last 5 years, and must have been completed after your Level 4 application was received and approved in CCPDI. College credits must be from an approved accredited college. (See page 12 above.) **Or,**
- Nine prior passing (grade C or better) semester credits (or 13.5 quarter credits) in college courses specific to children ages birth through preschool, not already used for a previous level of Early Childhood or School Age Career Ladder certification. College credits must be from an approved accredited college, and must have been completed in the last 5 years. (See page 12 above.) This option is only for providers who do not already have a one-year college certificate or a college degree that meets the Level 8, 9, or 10 requirements.

## Early Childhood Level 6 – \$600 bonus

One of the following:

- Level 5 Early Childhood certification, plus 4 level 1–3 Early Childhood or Early Childhood/School Age Career Ladder courses completed in the last 5 years and not already used for a previous level of Career Ladder certification. **Or**
- Level 5 Early Childhood certification, plus any 4 CCR&R Endorsement courses, except School Age 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 who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.) **Or,**
- Level 5 Early Childhood certification, plus 3 or more new CEUs or 3 or more new passing (grade C or better) college credits specific to children ages birth through preschool, not already used for a previous level of Early Childhood or School Age Career Ladder certification. New credits or CEUs must have been completed in the last 5 years, and must have been completed after your Level 5 application was received and approved in CCPDI. College credits must be from an approved accredited college. (See page 12 above.) **Or,**
- Twelve prior passing (grade C or better) semester credits (or 18 quarter credits) in college courses specific to children ages birth through preschool, not already used for a previous level of Early Childhood or School Age Career Ladder certification. College credits must be from an approved accredited college, and must have been completed in the last 5 years. (See page 12 above.) This option is only for providers who do not already have a one-year college certificate or a college degree that meets the Level 8, 9, or 10 requirements.

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***“ This is one of the very best trainings I have ever attended. It has already improved the way I talk to, react, and understand children and their behavior.”***

- A provider from Provo

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## **Early Childhood Level 7 – \$700 bonus**

**One** of the following:

- Level 6 Early Childhood certification, plus 4 level 1–3 Early Childhood or Early Childhood/School Age Career Ladder courses completed in the last 5 years and not already used for a previous level of Career Ladder certification. **Or**
- Level 6 Early Childhood certification, plus any 4 CCR&R Endorsement courses, except School Age 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 who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.) **Or,**
- Level 6 Early Childhood certification, plus 3 or more new CEUs or 3 or more new passing (grade C or better) college credits specific to children ages birth through preschool, not already used for a previous level of Early Childhood or School Age Career Ladder certification. New credits or CEUs must have been completed in the last 5 years, and must have been completed after your Level 6 application was received and approved in CCPDI. College credits must be from an approved accredited college. (See page 12 above.) **Or,**
- Fifteen prior passing (grade C or better) semester credits (or 22.5 quarter credits) in college courses specific to children ages birth through preschool, not already used for a previous level of Early Childhood or School Age Career Ladder certification. College credits must be from an approved accredited college, and must have been completed in the last 5 years. (See page 12 above.) This option is only for providers who do not already have a one-year college certificate or a college degree that meets the Level 8, 9, or 10 requirements.

## **Early Childhood Level 8 – \$800 bonus**

**One** of the following:

- A one year college certificate in early childhood 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 previously used on the School Age Career Ladder. College certificates and credits must be from an approved accredited college. (See page 12 above.) **Or,**
- 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, plus a level 7 Early Childhood Career Ladder certification received in the last 5 years. College certificates must be from an approved accredited college. (See page 12 above.) **Or,**
- 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.

## Early Childhood Level 9 – \$900 bonus

One of the following:

- 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 children ages birth through preschool. The diploma and credits must have been completed within the last 5 years, and may not include credits previously used on the School Age Career Ladder. College degrees and credits must be from an approved accredited college. (See page 12 above.) **Or,**
- An associate's degree which does not meet the 15 passing early childhood credit hour requirement for this level, or a degree/credits not received in the last 5 years, plus a level 7 Early Childhood Career Ladder certification received in the last 5 years. Degrees must be from an approved accredited college. (See page 12 above.)

## Early Childhood Level 10 – \$1000 bonus

One of the following:

- 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 children ages birth through preschool. The diploma and credits must have been completed within the last 5 years, and may not include credits previously used on the School Age Career Ladder. College degrees and credits must be from an approved accredited college. (See page 12 above.) **Or,**
- A bachelor's or graduate degree which does not meet the 15 passing early childhood credit hour requirement for this level, or a degree/credits not received in the last 5 years, plus a level 7 Early Childhood Career Ladder certification received in the last 5 years. Degrees must be from an approved accredited college. (See page 12 above.)

## How do I apply for the Early Childhood Career Ladder?

It's easy! Just submit a completed application, along with copies of the required training documentation listed on pages 17 through 22 of this booklet, to:

**CCPDI**  
**9690 South 300 West**  
**Sandy, Utah 84070**

Blank Early Childhood Career Ladder and Endorsement applications can be found in the center insert of this booklet. Please feel free to make copies of these applications, on white paper only. Because copies of your application are made as it is processed in CCPDI, ***only applications submitted on white paper will be accepted.*** Applications submitted on colored paper will be returned to you.

You can also get a blank application by calling the Child Care Professional Development Institute at (801) 957-4469 (toll free at 1-888-963-8558), or from your local CCR&R listed on page 27 of this booklet, or from the Office of Child Care Web site, located at [jobs.utah.gov/occ](http://jobs.utah.gov/occ).

# Early Childhood Training & Longevity Supplement Program

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## What is an Early Childhood Training & Longevity Supplement?

The Early Childhood Training & Longevity Supplement is an annual award and wage supplement available to individuals employed working with children ages birth through preschool 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 Early Childhood Training & Longevity Supplement recognizes individual providers for their yearly achievements in two areas:

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

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

## Who can apply for an Early Childhood Training & Longevity Supplement?

In order to apply for an Early Childhood Training & Longevity Supplement, you must meet the following criteria:

1. You must have achieved at least one level of Early Childhood 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.
3. You must have been continuously employed working with infants, toddlers, or preschoolers at least 20 hours per week in the same licensed program for at least the past year. 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.
5. If you work with both infants, toddlers, or preschoolers ***and*** school-age children, ***and*** you have both an Early Childhood ***and*** a School Age Career Ladder certification, you may only receive one wage supplement per year (either Early Childhood or School Age). You will want to apply for a wage supplement based on the age of children you have been working with the longest and/or the Career Ladder on which you have the highest level of certification. For more information on qualifying for a School Age Training & Longevity Supplement, see the School Age Provider Professional Development Programs booklet.

## What wage supplement amount do I qualify for?

The chart below shows the years of continuous licensed experience and level of Career Ladder certification required for each wage supplement level.

## How do I apply for a Training & Longevity Supplement?

It's easy! Just 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**  
**9690 South 300 West**  
**Sandy, Utah 84070**

A blank Early Childhood Training & Longevity Supplement application can be found in the center insert of this booklet. Please feel free to make copies of this application, on white paper only. Because copies of your application are made as it is processed in CCPDI, *only applications submitted on white paper will be accepted*. Applications submitted on colored paper will be returned to you.

You can also get a blank application by calling the Child Care Professional Development Institute at (801) 957-4469 (toll free at 1-888-963-8558), or from your local CCR&R listed on page 27 of this booklet, or from the Office of Child Care Web site, located at [jobs.utah.gov/occ](http://jobs.utah.gov/occ).

## Early Childhood Training & Longevity Supplement Amounts

	<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

# Training Scholarships

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## What kind of training scholarships are available?

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 cost of 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.

## How do I apply for a training scholarship?

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 UPCCA in Salt Lake City at (801) 205-7574.

# Utah's Statewide Provider Training Registry

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Utah's statewide provider Training Registry tracks all provider 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 where you are at on the Career Ladder, what CCR&R Career Ladder courses you have completed, and what training you have used for each Career Ladder level you have received.

CCR&R agencies also use the Training Registry to list their schedule of upcoming training courses, and to track your attendance at those courses.

To visit the Training Registry and view your Registry record, go to:

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

If you have problems accessing the Training Registry, or are a first-time user, contact your local CCR&R Agency listed on the following page.

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***“ The key to quality lies in the professional development of practitioners.”***

- Gwen Morgan, Wheelock College

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# Child Care Resource & Referral

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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 84322-6510  
(435) 797-1552  
1-800-670-1552  
[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  
1-800-952-8220  
[www.uvsc.edu/ccrr](http://www.uvsc.edu/ccrr)

## **CCR&R NORTHERN**

*Davis, Morgan and Weber Counties*

Weber State University  
1301 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  
1-888-637-4786  
[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)  
1-800-839-7444  
[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*

Five County Association of Governments  
1070 W. 1600 South, Bldg. B  
St. George, Utah 84770  
1-800-543-7527  
[www.childcarehelp.org](http://www.childcarehelp.org)

# CCR&R Early Childhood Career Ladder Courses-at-a-Glance

Course Name	How This Course May Be Used ("EC" = Early Childhood, "SA" = School Age)	How I Used This Course
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## LEVEL 1– 7 COURSES

Early Childhood/School Age Course 1: Child Care Health & Safety	May be used once <b>either</b> for EC level 1-7 <b>or</b> for SA level 1-7 (but not for both).	
Early Childhood/School Age Course 2: Child Development – Ages & Stages	May be used once <b>either</b> for EC level 1-7 <b>or</b> for SA level 1-7 (but not for both).	
Early Childhood Course 1: Learning in the Early Years	May be used once for EC level 1-7.	

## LEVEL 2– 7 COURSES

Early Childhood Course 2: A Great Place for Kids!	May be used once for EC level 2-7.	
Early Childhood Course 3: Strong & Smart!	May be used once for EC level 2-7.	
Early Childhood Course 4: Learning to Get Along – Supporting Young Children’s Social & Emotional Development	May be used once for EC level 2-7.	
Early Childhood/School Age Course 3: Advanced Child Development	May be used once <b>either</b> for EC level 2-7 <b>or</b> for SA level 2-7 (but not for both).	
Early Childhood/School Age Course 4: Looking to Learn	May be used once <b>either</b> for EC level 2-7 <b>or</b> for SA level 2-7 (but not for both).	
Early Childhood/School Age Course 5: Working Together	May be used once <b>either</b> for EC level 2-7 <b>or</b> for SA level 2-7 (but not for both).	
Early Childhood/School Age Course 6: Creating Good Child Care	May be used once <b>either</b> for EC level 2-7 <b>or</b> for SA level 2-7 (but not for both).	
Early Childhood/School Age Course 7: More than Babysitting	May be used once <b>either</b> for EC level 2-7 <b>or</b> for SA level 2-7 (but not for both).	

Course Name	How This Course May Be Used ("EC" = Early Childhood, "SA" = School Age)	How I Used This Course
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### LEVEL 4– 7 & ENDORSEMENT COURSES

Infant & Toddler Care, Course 1	May be used once for EC level 4-7, <b>and</b> once for the Infant & Toddler Endorsement.	
Infant & Toddler Care, Course 2	May be used once for EC level 4-7, <b>and</b> once for the Infant & Toddler Endorsement.	
Infant & Toddler Care, Course 3	May be used once for EC level 4-7, <b>and</b> once for the Infant & Toddler Endorsement.	
Infant & Toddler Care, Course 4	May be used once for EC level 4-7, <b>and</b> once for the Infant & Toddler Endorsement.	
School Readiness, Course 1	May be used once for EC level 4-7, <b>and</b> once for the School Readiness Endorsement.	
School Readiness, Course 2	May be used once for EC level 4-7, <b>and</b> once for the School Readiness Endorsement.	
School Readiness, Course 3	May be used once for EC level 4-7, <b>and</b> once for the School Readiness Endorsement.	
School Readiness, Course 4	May be used once for EC level 4-7, <b>and</b> once for the School Readiness Endorsement.	
Including Children with Special Needs, Part 1: SpecialCare	May be used once <b>either</b> for EC level 4-7, <b>or</b> SA level 4-7 (but not for both), <b>and</b> once for the Special Needs Endorsement.	
Including Children with Special Needs, Part 2: Child Care Plus	May be used once <b>either</b> for EC level 4-7, <b>or</b> SA level 4-7 (but not for both), <b>and</b> once for the Special Needs Endorsement.	
Including Children with Special Needs, Part 3: S.P.I.E.S.	May be used once <b>either</b> for EC level 4-7, <b>or</b> SA level 4-7 (but not for both), <b>and</b> once for the Special Needs Endorsement.	

Course Name	How This Course May Be Used ("EC" = Early Childhood, "SA" = School Age)	How I Used This Course
NCCA National Administrator's Credential Course	May be used once <b>either</b> for EC level 4-7, <b>or</b> SA level 4-7 (but not for both), <b>and</b> once for the Center Director's Endorsement.	
Family Child Care, Course 1	May <b>only</b> be used by providers currently employed in a regulated family child care program, or a home-based license exempt preschool program. May be used once <b>either</b> for EC level 4-7, <b>or</b> SA level 4-7 (but not for both). May <b>also</b> be used for the Family Child Care Endorsement.	
Family Child Care, Course 2	May <b>only</b> be used by providers currently employed in a regulated family child care program, or a home-based license exempt preschool program. May be used once <b>either</b> for EC level 4-7, <b>or</b> SA level 4-7 (but not for both). May <b>also</b> be used for the Family Child Care Endorsement.	
Family Child Care, Course 3	May <b>only</b> be used by providers currently employed in a regulated family child care program, or a home-based license exempt preschool program. May be used once <b>either</b> for EC level 4-7, <b>or</b> SA level 4-7 (but not for both). May <b>also</b> be used for the Family Child Care Endorsement.	
Family Child Care, Course 4	May <b>only</b> be used by providers currently employed in a regulated family child care program, or a home-based license exempt preschool program. May be used once <b>either</b> for EC level 4-7, <b>or</b> SA level 4-7 (but not for both). May <b>also</b> be used for the Family Child Care Endorsement.	
Guidance & Emotional Wellness, Course 1	May be used once <b>either</b> for EC level 4-7, <b>or</b> SA level 4-7 (but not for both), <b>and</b> once for the Guidance & Emotional Wellness Endorsement.	

<b>Course Name</b>	<b>How This Course May Be Used</b> (“EC” = Early Childhood, “SA” = School Age)	<b>How I Used This Course</b>
Guidance & Emotional Wellness, Course 2	May be used <b>once</b> either for EC level 4-7, <b>or</b> SA level 4-7 (but not for both), <b>and</b> once for the Guidance & Emotional Wellness Endorsement.	
Guidance & Emotional Wellness, Course 3	May be used <b>once</b> either for EC level 4-7, <b>or</b> SA level 4-7 (but not for both), <b>and</b> once for the Guidance & Emotional Wellness Endorsement.	
Guidance & Emotional Wellness, Course 4	May be used <b>once</b> either for EC level 4-7, <b>or</b> SA level 4-7 (but not for both), <b>and</b> once for the Guidance & Emotional Wellness Endorsement.	
School Age Course 1: What’s Happening?	May be used <b>once</b> , either for a School Age Endorsement, <b>or</b> for SA level 1-7, (but not for both).	
School Age Course 2: My Castle	May be used <b>once</b> , either for a School Age Endorsement, <b>or</b> for SA level 1-7, (but not for both).	
School Age Course 3: Let’s Play!	May be used <b>once</b> , either for a School Age Endorsement, <b>or</b> for SA level 1-7, (but not for both).	
School Age Course 4: Let’s Talk About It.	May be used <b>once</b> , either for a School Age Endorsement, <b>or</b> for SA level 1-7, (but not for both).	



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