

Tab 1



## Professional Development PD Incentive Program (200.04.01)

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**Effective:** August 1, 2019

**Revised:** **October 1, 2023**

### **I. PURPOSE AND FUNDING**

- A. The Professional Development Incentive (PDI) encourages progression along Utah's Career Ladder by offering financial incentives to eligible youth and early learning professionals as they achieve professional development milestones.
- B. Incentives are provided through a partnership between the Department of Workforce Services (DWS), Office of Child Care (OCC) and the Utah Registry for Professional Development (URPD).

### **II. ELIGIBILITY FOR PARTICIPATION – AN INDIVIDUAL MUST MEET ALL OF THE FOLLOWING ELIGIBILITY REQUIREMENTS TO APPLY FOR A PDI:**

- A. Employed for at least 20 hours a week at a licensed child care program that cares for children from birth through age 12.
  - 1. An eligible program is defined as a child care program that is licensed by the Utah Department of Health and Human Services, Child Care Licensing and is DWS-eligible
  - 2. The child care program must be open 12 months per year, at least five days per week and at least six hours per day. Occasional closures do not cause a program to be ineligible. Examples of occasional closures could include staff training days or holidays.

### **III. REQUIREMENTS AND AWARD AMOUNTS**

- A. The PDI requirements follow the requirements of the levels in the Career Ladder System. To qualify for a PDI, an individual must apply for and earn a

level on the Career Ladder. For more information on the requirements for each level, refer to the [Career Ladder System Policy](#).

- B. Each completed Career Ladder level may only be used once to earn a PDI. (If a PDI has already been awarded using a level in the system prior to July 1, 2019, an individual is not eligible to receive another PDI for this level.)
- C. PDI awards must be applied for in a linear order across the Career Ladder levels. Once an individual applies for and receives a PDI at a certain level, they are ineligible to receive a PDI at a lower level. For example, an individual may not receive a PDI using Level 4 and, at a later date, receive a PDI using Level 1.
- D. The PDI award amounts for each Career Ladder level are as follows:
  - 1. Level 1: \$100
  - 2. Level 2: \$200
  - 3. Level 3: \$200
  - 4. Level 4: \$300
  - 5. Level 5: \$400
  - 6. Level 6: \$400
  - 7. Level 7: \$400
  - 8. Level 8: \$400
  - 9. Level 9: \$500
  - 10. Level 10: \$1,000
  - 11. Level 11: \$1,500
  - 12. Level 12: \$2,000

#### **IV. APPLICATION PROCESS**

- A. Prior to applying for a PDI, individuals must first earn a Career Ladder level. Documentation of the completion of a Career Ladder level will be verified on the applicant's URPD workforce registry profile.
- B. To apply for a PDI, individuals must apply through the Care About Childcare web application. The application can be found at <https://careaboutchildcare.utah.gov>.
- C. Professional Development reimbursements will be paid through direct deposit. Applications will need to submit an IRS W9 Form and account information through Utah Registry for Professional Development's (URPD)

PaymentWorks system. For more information, please visit

<https://jobs.utah.gov/occ/urpd/paymentworksfaq.pdf>.

- D. URPD staff will review the application, verify eligibility and process the PDI requested within 60 calendar days following the date the application was received
1. If all requirements have been met, URPD will:
    - a) Approve the PDI.
    - b) Initiate a direct deposit to the individual, or if necessary, issue a check.
  2. If the eligibility or requirements are not met or the application is deemed incomplete, URPD will notify the applicant in writing within 30 calendar days of the application submission date that their application for a PDI has not been approved. The notification will provide the reason for the denial.
    - a) An individual may resubmit an application for a PDI when they believe the issue with the previous application submission has been resolved.
      - (1) The resubmitted application will be reviewed using the process and within the timeframes outlined above.

## **V. PRIVACY AND DATA SHARING**

- A. URPD reserves the right to share PDI information with partner agencies, such as the Department of Workforce Services (DWS), Office of Child Care (OCC) and the Child Care Resource Agencies (CCRA) for the purpose of data collection and maintaining accurate records.
- B. Information contained on the application shall not be shared with any other entity or individual who is not the applicant. The status of an application or any information contained therein will not be released to relatives, co-workers or employers without the applicant's permission.