

How to Navigate the Course Calendar

The [Care About Childcare website](#) allows early learning and youth professionals to access training opportunities, register for courses, track and record professional development, participate in Utah’s Career Ladder system, apply for scholarships and more.

Affordable courses are offered through [Utah’s Care About Childcare agencies](#) and community partners across the state. These courses support the requirements of the [Career Ladder System](#). The [course calendar](#) provides information about upcoming courses.

A video tutorial of the Course Calendar (starting at 1:05) overview can be found [here](#).

You can access the Course Calendar without logging in by going to this link:
<https://jobs.utah.gov/jsp/cac/calendar>

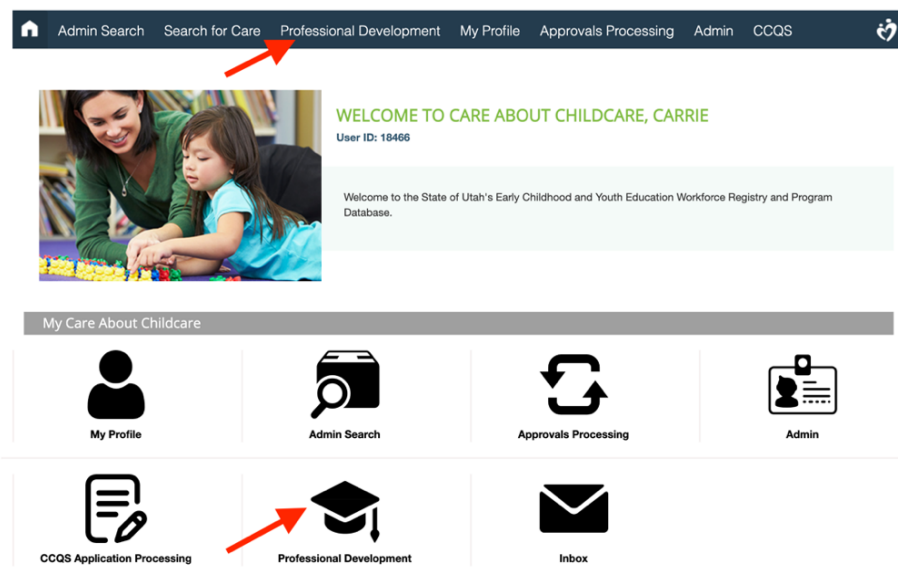
However, logging in to your Care About Childcare profile will give you access to more options. Go to <https://careaboutchildcare.utah.gov> and log in with your Utah ID

The Course Calendar allows you to see upcoming courses, read course descriptions and register for courses you are interested in attending.

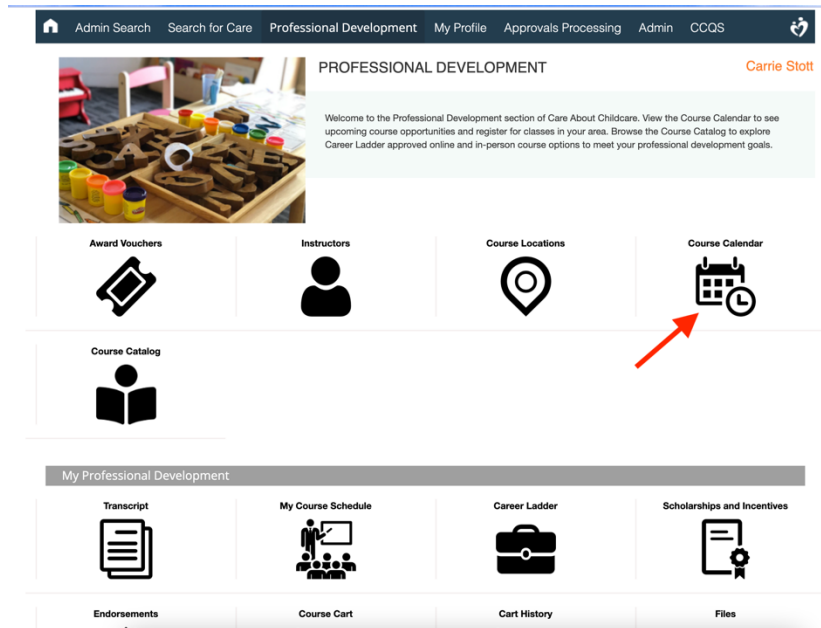
After logging in to your Care About Childcare profile, go to your “Professional Development” page.

You can access this two ways:

- Click on “Professional Development” on the navy blue banner toward the top of the page.
- Click on the “Professional Development” tile under My Care About Childcare.



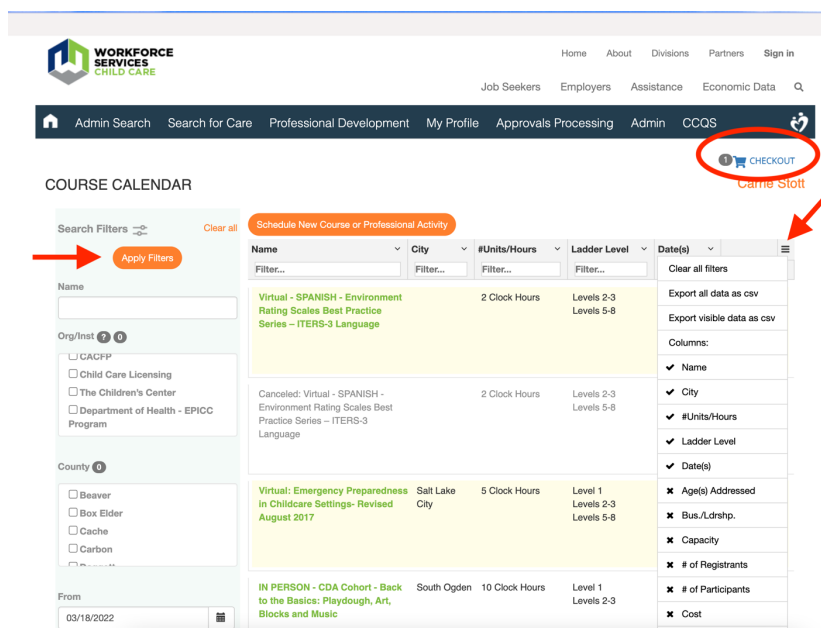
Click on the 'Course Calendar' tile



Once you are on the Course Calendar you will see a list of upcoming courses. There are several filters on the left that you can use to filter by Career Ladder Level, dates, locations, etc.

There are many filters you can use to search for courses on the Course Calendar. The most commonly used filters are on the left of the calendar. Be sure to click on the three lines at the top right of the calendar to see additional filter options.

To see more specific information about a course, you can click on the magnifying glass to the right of a course, and it will open a new window with more information. If a course is available for registration, it will have a shopping cart next to it. To register for a course, click on the shopping cart then go to 'Checkout' on the top right corner.



On the Course Cart Screen you can view:

- A link to your Registration History.
- The list of courses you have put in your course cart
- Payment options, including if you want your program to pay or if you want to use a voucher.
- The Course Code of Conduct.

Only select the 'Program Pay' option if your program is going to pay for your course, and you have permission from your program's owner/director to use this option. Contact your program supervisor after you have requested that they pay for a course, so that they can go in to complete payment and registration.

If you have a Course Voucher available, that voucher will show on the page and you can use that for payment. If you are a program owner or director and a Course Voucher has been awarded to your Program, select 'Program Pay' and then go to your Program page on your CAC profile and you will see the option to use that Voucher for that registration.

The screenshot shows the 'COURSE CART' interface. At the top right, the user's name 'Carrie Stott' and 'User ID: 18466' are displayed. A red arrow points to a 'Registration History' link. Below this is a light green box with instructions: 'Please select the courses that you would like to register for at this time. If your program is paying for a course, select the course(s) and select "Program Pays" in the Payment section below. If you are unable to select a course to register for it, the course is full, or registration is no longer available.'

| <input type="checkbox"/> | Course Name | Location | #Units/Hours | Ladder Level | Date(s) and Time(s) | Cost | |
|--------------------------|---|--|---------------|--------------------------|---------------------------|--------|--|
| <input type="checkbox"/> | Virtual-Environment Rating Scales Best Practice Series - Overview | Online, Taught Virtually Through Zoom, Utah, | 2 Clock Hours | Levels 2-3 Levels 5-8 | 03/22/22: 6:30 PM-8:30 PM | \$5.00 | |

Below the table is a 'Payment' modal. A red arrow points to the modal header. The modal shows 'Subtotal: \$0.00' and 'Vouchers applied: 0 of 0 available'. There are two radio buttons: 'Self Pay' (selected) and 'Program Pays'. Below the modal, a red arrow points to a checkbox labeled 'I agree to the Course Code of Conduct.' and another red arrow points to the 'Register' button.

For additional assistance with the CAC Web application, reach out to your [regional Care About Childcare agency](#).