

AFTERSCHOOL INCENTIVE FAQs

PROGRAM ELIGIBILITY

- **How do I determine if I work in an afterschool program that is approved and eligible for its staff to receive the Afterschool Professional Development Incentive?**
 1. Visit the [Child Care Licensing website](#)
 2. Click the “Parents & Public” tab
 3. Click “Find and Review a Child Care Facility Record”
 4. Click “Find a Facility”
 5. Enter in the name of the program or search by county or city.
 6. After finding your program, the License Type must say either “DWS Approved Exempt School Age”, “DWS Approved Exempt Center”, “Center”, or “Registered Teen Program”. If it does not have one of these license types listed, you do not work in an eligible program and therefore are unable to receive the Afterschool Professional Development Incentive.

If you have any questions about eligibility, contact Donna Thomas at Child Care Licensing at donnathomas@utah.gov.

- **If my program isn’t listed on the Child Care Licensing Website as approved and eligible, how can my program obtain this status?**

FOR ELEMENTARY PROGRAMS:

Complete the “License Exempt DWS Approval” process by visiting <https://childcarelicensing.utah.gov/ApprovalsExemptions.html>. Renewal Requests are submitted on an annual basis. If you have any questions, contact Donna Thomas at Child Care Licensing by emailing donnathomas@utah.gov.

FOR SECONDARY PROGRAMS:

Complete the “License Exempt Registration” process by visiting <https://ccl.utah.gov/ccl/#/facilities>. Renewal Requests are submitted on an annual basis. If you have any questions, contact Donna Thomas at Child Care Licensing by emailing donnathomas@utah.gov.

- **What if my program decides to not become approved and eligible? Can I still receive an Afterschool Incentive?**

Your program must be approved and eligible for any staff working in the program to receive an Afterschool Incentive. If the program is not approved and eligible, you are unable to receive an award.

- **What if I work in a licensed child care center?**

If you work in a licensed child care center at least 20 hours per week with youth ages 5-12, you could be eligible for the Professional Development Incentive (PDI). If you are eligible for both the Afterschool Incentive and the PDI, you may decide which award to apply for. For more information about the PDI, visit www.urpd.usu.edu.

INDIVIDUAL ELIGIBILITY

- **How do I know what level of the Afterschool Incentive I am eligible for?**

Complete the Work Experience tab on the *Afterschool Professional Development Incentive Verification Form* first to determine the level you are eligible for. After you determine what level you are eligible for, you will see the specific requirements needed to earn the Incentive. You may only apply for the level you qualify for. For work experience to qualify, you must be working or have worked at least 10 hours per week, directly with youth ages 5-18 in an afterschool program OR directly supervise or have supervised those who work with youth ages 5-18 in an afterschool program.

- **How long is a “school year”?**

Each level of the Incentive is based on a “school year” of experience, rather than a 12-month calendar year. One school year is at least 8 months of work experience.

- **Can I count my years of experience as a school day teacher?**

For work experience to qualify, you must be working or have worked at least 10 hours per week, directly with youth ages 5-18 in an afterschool program OR directly supervise or have supervised those who work with youth ages 5-18 in an afterschool program.

- **Can I receive the Afterschool Incentive if I’m a volunteer or an intern?**

Volunteers and unpaid interns are not eligible for participating in the Incentive. If you are a paid intern, then you could be eligible for the Incentive.

- **What if I meet one of the requirements within a level, but not all of them?**

You must meet all of the requirements set for the particular level you qualify for based on your work experience. We recommend completing additional training hours and/or professional activity units when necessary.

- **If I received the Afterschool Incentive in the past, what level do I start on with the new system?**

You will need to complete the Work Experience tab on the *Afterschool Professional Incentive Verification Form* to determine the level that you are currently eligible for. It is possible that you can repeat a level, depending on when you originally applied.

- **Can I repeat a PDI level?**

Because Level 6 is the top Level to achieve, once it is achieved, an applicant will apply for the following years under the same requirements for Level 6. Each level is determined by the years of experience you have. It is rare, but occasionally, Level 1 is repeated based on an applicant's work experience calculation, and when originally applied. The formula is automatically calculated.

- **How often can I receive the Afterschool Incentive?**

You may earn one award between the opening date, Aug 25, 2025, and Friday, April 10, 2026. Each year, you will need to complete new training hours and Professional Activity Units.

TRAINING REQUIREMENTS

- **How do I count college courses or college degrees?**

Neither college courses nor college degrees can be counted towards training hour requirements.

College degrees completed in a related field can be counted once towards the Professional Activity requirements for any level if the degree was earned within 12 months prior to application date.

- **How can I get a training approved for Section One on the Training Verification Form?**

The approved training list on the Verification Form highlights trainings, conferences, workshops and other learning events that happen on a statewide or national level related to after school programming or youth development. These training sessions must be open to all. You may count training that doesn't fall into this category as an unapproved training under "Section 2 – Other Trainings".

- **What can I count towards my Section 2 training?**

- Webinars: Yes, if you have a certificate of attendance.
- Podcasts: No.
- Books: No
- Grant required orientations (e.g. DWS, OCC, USBE): No
- Staff Meetings: You may count training that occurred during a staff meeting. General housekeeping, organizational news, or program prep work is not considered training

- **How can I find more information about the trainings that are listed in Section One on the Verification Form?**

Information for the Section One training list can be found at www.utahafterschool.org/incentive or by clicking [here](#).

- **Will I need to provide documentation for training?**

If you are selected for a random audit, you will need to provide all documentation that is requested within the time-frame set by UAN. Failure to provide all documentation will result in an incomplete application and will not be processed. Examples of approved documentation may include but are not limited to the following: certificates of attendance, training schedule, curriculum, conference booklets, proof of registration, supervisor signature, etc. Time cards are not acceptable as proof of attendance. Certificates must contain your signature on the document of participation.

- **Can I count training that will occur after the due date of the application?**

No, all training must be completed within 8-12 months prior to the application date. Exceptions may be requested before the application due date at professionallearning@utahafterschool.org

GENERAL QUESTIONS

- **What program name would I list if I work in or oversee several programs?**

If you work in multiple programs, please list all sites you work in or oversee on the application and verification form.

- **Will my employment be verified?**

Yes, UAN will be calling your current employer and past employers to verify your work history. It is important that your start and end dates are correct on your verification form, to prevent any delays in your application.

- **Can I use AI to answer the required questions?**

We highly recommend you answer the questions based on your personal experience with the trainings and the professional activities. We are looking for unique, personal and professional examples of how you implemented the activities and/or trainings. Questions that are not complete or missing personal examples will be rejected.

- **What happens if I miss the April 10, 2026 deadline?**

In the event that you miss the deadline or your application is incomplete, you will not be eligible for the award in the 2025-2026 school year. You may reapply when the 2026-2027 Incentive opens, adhering to any changes or additions to the Incentive at that time. Your application will not be stored.

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