



FAQ's | Utah School-Age Credential Observation

I've been asked to complete an observation for a School-Age Credentialed applicant. How do I get started?

Before you complete an observation, you must complete the [conflict of interest form](#). After you complete the conflict of interest form, UAN will contact you with more information. You can also access next steps and training guides on the UAN website.

Can I use any observational tool?

The only observation tool that will be accepted is the UAN School-Age Credential Observation tool, either the Elementary Observation Tool or the Teen Observation Tool.

Are the observations scheduled?

Yes, the applicant should have prior knowledge of the date and time of the observation.

How much advance notice should I give an applicant before the observation?

A minimum of 24 hours, and preferably 5 school days, is generally recommended.

What is the minimum and maximum time for an observation?

The observation should be a minimum of 45 minutes and no longer than 2 hours.

Can I give the candidate feedback afterward, and is it required?

Providing feedback is not part of the requirement element for the School-Age Credential. However, UAN highly recommends you use the observation as a professional growth opportunity and provide timely feedback, both in person and in writing.

What do I do if I have concerns or don't feel I can be objective?

If you are unable to remain objective about the candidate, we recommend asking another supervisor in your organization first. If that is not possible, then reach out to UAN, and we will assist you.

I've completed the observation. What are the next steps?

Completed observations can be emailed to professionallearning@utahafterschool.org within **5 working days of the observation**. Notify the School-Age Credential applicant that the observation was completed and emailed to UAN.



Do I need to interact with the candidate or the children during the observation?

No, you do not need to interact with the candidate or the children during the observation. The goal is to observe the candidate's natural interactions and teaching strategies in real time. Staying as unobtrusive as possible helps ensure the observation reflects their authentic practice. If you have questions or need clarification, you can follow up with the candidate after the observation is complete.

It can be helpful to introduce yourself to the class and explain your role in a friendly and age-appropriate manner.