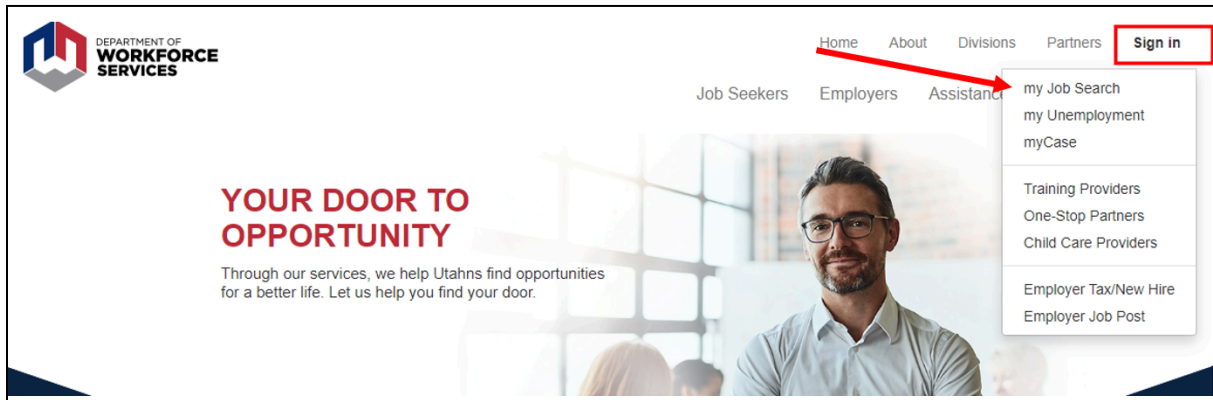


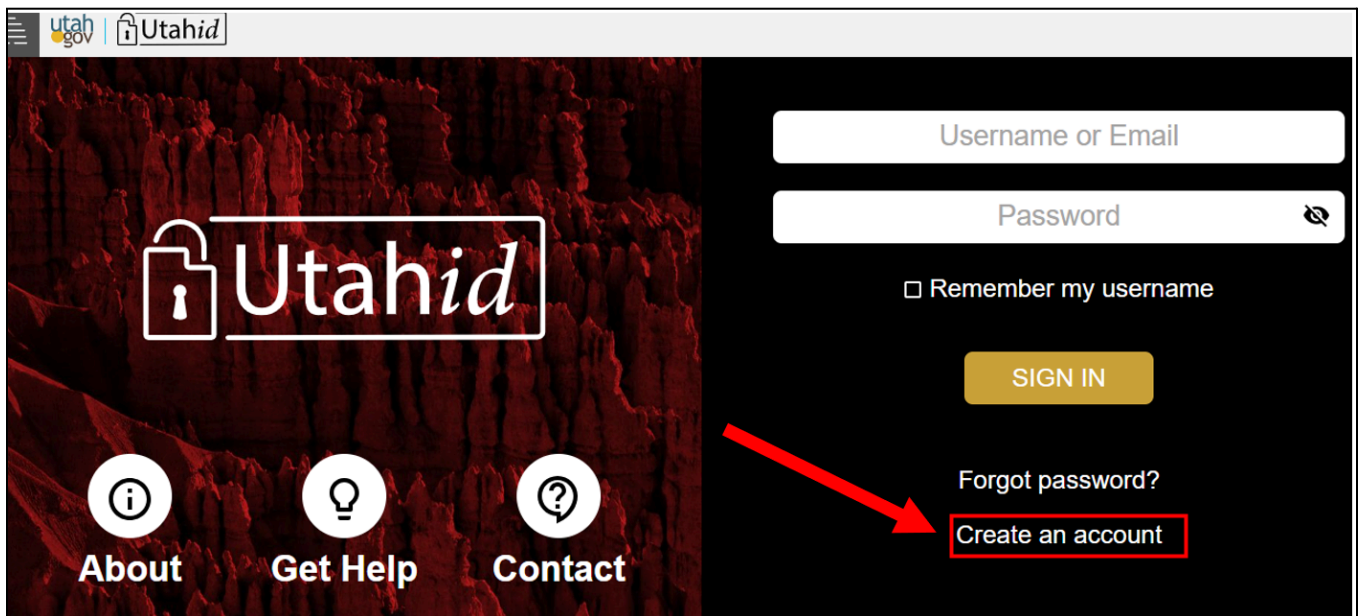


## What's the process in getting approved for the state of Utah

1. Click on the following link [Office Search - DWS \(utah.gov\)](#)  
*(If you don't have an account created then follow the next steps)*
2. Under **Sign in** Click on **my Job Search**



3. Select **Create an account** and complete the steps that follow



- Once you have your account created click [HERE](#) to find your closest local workforce. Contact the closest location to your residence and **request eligibility screening for a WIOA Grant for training.**

**\*\*\*Advise your Case Worker that Coding Clarified is an approved training provider on Idaho Eligible Training Provider List and Utah has a reciprocal agreement. Below is the link to the Agreement.**

<https://www.labor.idaho.gov/wp-content/uploads/WIOA/ut-reciprocal-agreement.pdf>

**(WRITE DOWN YOUR ASSIGNED CASE WORKERS NAME & EMAIL AS YOU WILL NEED THAT FOR THE NEXT STEP)**

**JOBS.UTAH.GOV/WORKFORCE**

**GET TO KNOW YOUR LOCAL TEAM**

WE CAN HELP YOU WITH YOUR WORKFORCE DEVELOPMENT NEEDS

**BEAR RIVER WASATCH FRONT NORTH**  
 Director: Helen Hanson, 385-288-8901  
 Economist: Michael Jeanfreau, 801-526-9403  
 Workforce Development Specialists:  
 Troy Lamb, 435-792-0312  
 Darren Rogers, 385-306-4123  
 Lawrence Lopez, 385-271-4522

**WASATCH FRONT SOUTH**  
 Director: Weston Miller, 385-228-8859  
 Economist:  
 Gwendolyn Kervin, 801-526-9452  
 Workforce Development Specialists:  
 Julie Lay, 801-518-2468  
 Debra Nordfelt, 801-884-6933  
 Aniko Pot, 385-272-4635  
 Vicki Giesler, 801-503-7296

**MOUNTAINLAND**  
 Director:  
 John Talcott, 385-224-7080  
 Economist:  
 Gwendolyn Kervin, 801-526-9452  
 Workforce Development Specialists:  
 Patrick Donegan, 801-885-5633  
 Worley Pace, 385-225-0436  
 Melissa Daymont, 801-372-3187

**CENTRAL UTAH SOUTHWEST**  
 Director: David Busk, 435-865-6533  
 Economist: Marilyn Cannon, 801-526-9624  
 Workforce Development Specialists:  
 Darren Sheffer, 435-893-0015  
 Oscar Alba, 435-986-3527  
 Jo B Shurtliff, 435-990-1253

**UINTAH BASIN CASTLE COUNTRY SOUTHEAST**  
 Director: Zac Whitwell, 435-299-9811  
 Economist:  
 Benjamin Crabb, 801-526-9625  
 Workforce Development Specialists:  
 Deena Carmack, 435-630-8950

10/26/2023  
10-40-1023

Workforce Development Division Director: Liz Carver, 801-514-1017  
 USOR Contacts: Leah Lobato, leahlobato@utah.gov • Josh Rodeback, jrodeback@utah.gov • Ben Baldonado, bibaldonado@utah.gov  
 Commissioner of Apprenticeship Programs: Melisa Stark, 801-628-4051

- Required information to complete this step:

- Your local Caseworkers contact information (Name & Email address)

- Your desired start date

**NOTE: Start Date needs to be at least 2 weeks from today's date**

Click on the link below and complete the form to its entirety. This link will create your **Proposal & Acceptance** letter that you will need to provide to your Caseworker.

[Proposal and Acceptance PDF Form | Coding Clarified](#)

**PLEASE DO NOT SUBMIT THIS FORM WITH MISSING INFORMATION AS THIS WILL PROLONG THE PROCESS AND YOU WILL BE REQUIRED TO RESUBMIT A NEW COMPLETED FORM**

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**THE BELOW IS FOR INFORMATIONAL PURPOSES ONLY:**

**CIP CODE 51.0713 (Provide this to your Caseworker upon request)**

Click the following link to search CIP Codes

[CIP user site](#)

Title: **Medical Insurance Coding Specialist/Coder.**

**Definition: A program that prepares individuals to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Includes instruction in medical records and insurance software applications, basic anatomy and physiology, medical terminology, fundamentals of medical science and treatment procedures, data classification and coding, data entry skills, and regulations relating to Medicare and insurance documentation.**

**How to verify Coding Clarified is an APPROVED training provider in Idaho (Reciprocal Agreement in place for UT)**

1. Click on the following link: [IdahoWorks](#)
2. Type **Coding Clarified** under the Keyword(s) text box then click **Search**

IDAHOWORKS  
americanjobcenter

Job Seekers ▾ Employers ▾ Training Pr

Find the Best  
Explore the jobs, resumes, or training programs in your area

Find a Job Find a Resume Find Training

Keyword(s) Location Radius Search

Coding Clarified e.g., ZIP or City and State in miles

Search for Training Providers

Login

Username (required)  
Username

Password (required)  
Password

Log

Forgot Password or Username? Use [Reset Code](#)

Need an account? [Create one now!](#) [Job Seekers](#) [Employers](#) [Training Providers](#) [Upcoming Events](#)

State Approved

**Professional Medical Coding Curriculum**

[Coding Clarified](#)

**Credentials** Industry certification Secondary school diploma

Employment Measurable skills gain

**Cost** In-State: \$4,999.00 Out-of-State: \$4,999.00

**Last Updated**  
Aug 02, 2023

**Created**  
Oct 10, 2019

**Renewal**  
Jan 12, 2025

Ready for a new career as a Certified Professional Coder (CPC) and an average starting salary of more than \$50,000 per year? Coding Clarified and our AAPC Certified Instructors can help. We offer...

<http://CodingClarified.com>

If you have any questions or concerns, please do not hesitate to reach out to us at the below contact information as we are happy to help!

[Contact@codingclarified.com](mailto:Contact@codingclarified.com) or 833-633-2633.

**\*\*Email is preferred\*\***