

Frequently Asked Questions

Q: Can I take training that has not been approved through your system but will pertain to the work that I do with children and their families?

A: Yes, on our website (www.mtecp.org) under Professional Development Approval System you will find a downloadable form titled, Individual Request for Training Approval. You must submit this form within 3 months after the event or we cannot accept it. Take the form with you to the event, have the instructor sign it and include any documentation (certificate of attendance, agenda, program etc.) with the form. This helps us determine if the content relates to the Montana Early Care and Education Knowledge Base which all training approval is based upon. After review, we will add the training to your Professional Development Record or notify you if the event was not approved.

Q: I recently attended a national conference (NAEYC, PDI, Zero to Three, NAFCC etc.) and I would like training hours for this. How do I do that?

A: As in the answer above you would use an Individual Request for Training Approval and submit a certificate of attendance, agendas or a program from the conference that indicates the sessions you attended. We will post conference hours on your Professional Development Record under the Knowledge Base area of Professionalism.

Q: I took a course and I sent you my transcript but it is not showing up on my Professional Development Record. Why is this?

A: We will only post college coursework that is early childhood specific and only after you have applied to and completed the process to receive a Practitioner Registry certificate. We will not post courses that you took prior to this.

Q: Why do you only accept training that is at least 2 hours in length?

A: After much deliberation with our Advisory Board, it was determined that in training that is less than two hours it is difficult to engage participants in active learning and meaningful attention to content.

Q: I took a training from a Child Care Resource and Referral agency and I signed the Attendance Sheet, but it is not showing up on my record. Why is this?

A: It could be that you did not provide them with enough information on the Attendance Sheet. You must provide either your PS # (person number) or the last 5 digits of your Social Security Number (SSN) and your birthdate in order to find you in the system. You should give the CCR&R a call and ask about why the training is not on your record.

Q: What is a PS # and why do I need it?

A PS number is your Personal number. The state data base assigns every individual a PS number when they have completed all of the paperwork and requirements to work in a Registered / Licensed program. This number helps us to find you in our system. It is a unique number assigned only to you!

Q: I have not received a PS # card in the mail. Why?

A: It could be that we have an old or out dated address for you. Please call us and ask us to check and request that one be sent. If you lose it or it is in some way destroyed simply call and request a new one.

Q: I would like to apply for my Child Development Associate (CDA) Credential through the Council for Professional Recognition and I know that I need 10 hours of training in each of the Competency Areas. How do I determine if I have the necessary hours in the required areas?

A: Log into our website (mtecp.org) and in the left-hand margin you will see (at the bottom) ECP Reports. Click on this and then select a report. You can look at your Professional Development Record using your PS# or by using your last 5 digits of your SSN and your birthdate. Toward the bottom you will see the total number of hours in each CDA Competency Area. These hours have only been calculated since 2009 so they may not be completely accurate if you have been taking training prior to that. You can request help from your CCR&R if you need further help with this. In addition, if you log into your individual account you can go to your Training tab. You will find a list of all of the training you have taken and you can click on each title which will open that training and you can find the CDA Competency Area there.

Q: How do I get a training approved?

A: You will need to get an Organization ID and Password which can be done by clicking Log In on our homepage and under “Don’t Have an Account Yet” click on Direct Care or Sponsor Organization. You will be asked some questions and then you will submit it to our office for review/verification. Once you are verified in our system you will receive an email with an Organization ID and password. You must first get a Course approved and then schedule an Event of that course. On our website under Professional Development Approval System in the Training Approval section you will find a 12 minute recorded WebEx on how to apply and a step-by-step guide.

Q: I know a great dietician and would love to have her do a training. Does she have to be a Montana approved Professional Development Specialist / Trainer?

A: Not necessarily. A professional with an expertise and education that would like to train on their specific area of expertise is called a Specialty Trainer and can train on that area (examples: Police, dietician, nurse, PhD.) Anyone wishing to offer Early Childhood specific training must be an approved PDS I, II or III. If the individual is a PDS I they must name an Oversight Trainer. The only people that would be granted a waiver are Early Childhood instructors for a Higher Education institution in Montana.

Q: How many hours do I need annually?

A: You will need 8 hours for licensing. In addition, if you are on the Practitioner Registry at any level above Early Childhood Practitioner you will need an additional 15 hours for a total of 23. It can be tricky counting your hours as your license/registration might be a different date than your Practitioner Registry renewal date. You can request that your dates be changed to match. Please call our office for more information on how to do this.

Q: How does licensing get the information about my training hours?

A: Licensing checks your Professional Development Record to see that all of your hours are listed and that they fall within your licensing year. Licensing will not accept training that has not been approved through our office through the Individual Request process or the regular approval process.

Q: How do I find training in my area?

A: When you log into our system using your Individual Account you will find the Statewide Training Calendar that allows you to search for approved, upcoming training in many ways. You can search by Knowledge Base area, type of training, key words (i.e. classroom, online, correspondence) and by area (CCR&R district).

Q: What is a Knowledge Base Area?

A: The Montana Early Care and Education Knowledge Base is a document that describes what all practitioners need to know, understand and be able to do. There are 11 Knowledge Base areas which include Diversity, Family and Community Partnerships, Health and Well-being, Environmental Design, Observation and Assessment, Curriculum, Child Guidance, Professionalism, Program Management, Personal Attributes and Child Growth and Development. You can find the 2013 revised document on our home page under What's New.