

How to apply to be a Montana Professional Development Specialist (PDS)

Step 1: Sign In to your account with your ID and Password

If you need assistance getting an ID and Password you may visit our Practitioner Registry User Guide.

montana
early childhood project

Early Childhood Project Sign In

User Type: Individual
 Organization

Registry ID (Not PS#): *

Password: *

[Forgot user id or password?](#)

Don't have a user account?
Register as a...
[Individual](#)
[Trainer](#)
[Direct Care or Sponsor Organization](#)

Step 2: Begin the application process

It is a requirement to be on the Practitioner Registry to become an approved PDS.

If you are not on The Practitioner Registry, you must apply for both The Registry and to be a PDS at the same time.

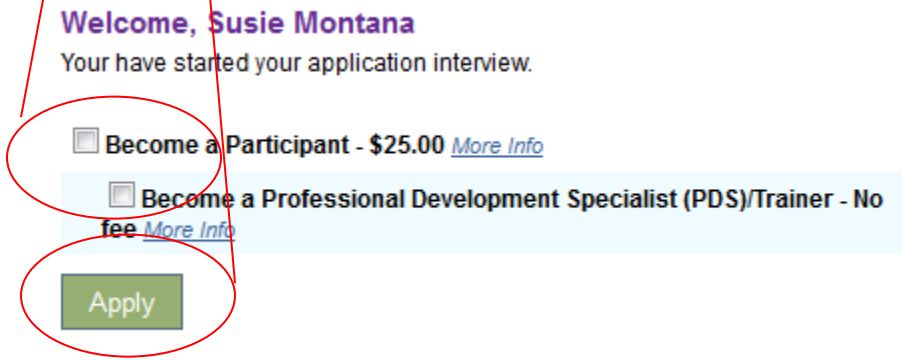
If you are renewing with the Registry you will click 'Renew my membership' AND 'Become a Professional Development Specialist'.

If you are current on The Registry, you may apply for just the PDS portion.

Click on Become a Professional Development Specialist (PDS)/Trainer – No fee.

The example given below is an initial Practitioner Registry and PDS application. Based on the scenarios above the wording on your application may be slightly different.

Click Apply



Step 3: You will now be taken through The Practitioner Registry application if you are applying/renewing for both The Registry and PDS. If you are current on the Registry and are applying for PDS you move directly to the next step.

View *The Practitioner Registry User Guide* for more information.

Step 4: Complete the PDS application

Fill out the appropriate information and click Save and Continue

< Previous Step Save and Continue > Return to My Profile

Select the trainer type that best describes your qualifications. -- Select Trainer Type --

Click [here](#) to view the Professional Development Specialist Framework

Miles Willing to Travel: [Text Input]

Time of Day: -- Select One --

Schedule Availability: -- Select One --

Include my name in Professional Development Directory: Early Childhood Project frequently distributes lists of approved trainers to collaborative partners and training sponsor organizations. Uncheck this option to exclude your name from these lists.

Trainer directory keywords: [Enter Keywords...]

Age Group Expertise*:

- Infants (0-12 months)
- Toddlers (13-36 months)
- Preschoolers (37 months – Pre-K)
- Elementary (K-5th grade)
- Middle (6th-8th grade)
- Secondary (High School)
- Adults

Knowledge Base Content Area(s)*

Indicate the Knowledge Base Content Areas in which you are willing and competent to provide training.

- Health and Well-being
- Child Growth & Development
- Environmental Design
- Child Guidance
- Diversity
- Family & Community Partnerships
- Program Management
- Curriculum
- Observation, Documentation, and Assessment
- Professionalism
- Personal Dispositions

Other Competencies*

I have been trained to instruct others on the following:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> New Provider Orientation | <input type="checkbox"/> Verified |
| <input type="checkbox"/> CPR/First Aid | <input type="checkbox"/> Verified |
| <input type="checkbox"/> BEST | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Medication Administration | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Safe Sleep | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Mandatory Reporting of Abuse/Neglect | <input type="checkbox"/> Verified |
| <input type="checkbox"/> STARS Readiness | <input type="checkbox"/> Verified |
| <input type="checkbox"/> MT Infant Toddler Caregiver Education | <input type="checkbox"/> Verified |
| <input type="checkbox"/> MT Preschool Teacher Education | <input type="checkbox"/> Verified |
| <input type="checkbox"/> MT Early Learning Guidelines Education | <input type="checkbox"/> Verified |
| <input type="checkbox"/> CSEFEL | <input type="checkbox"/> Verified |
| <input type="checkbox"/> CELL | <input type="checkbox"/> Verified |
| <input type="checkbox"/> PAS/BAS | <input type="checkbox"/> Verified |
| <input type="checkbox"/> None of the above | <input type="checkbox"/> Verified |

If the above do not appear on your Professional Development Record, send documentation of completion.

Endorsements*

I have successfully completed these classes:

Adult Learning I Verified

Addl Info:

Adult Learning II Verified

Addl Info:

Training Basics Verified

Addl Info:

STARS Coach Verified

Addl Info:

None of the above Verified

Addl Info:

< Previous Step

Save and Continue >

Return to My Profile

Step 4: Submit your application

Personal Information	Education	Employment History	Training Record	Professional Membership/ Contributions	Trainer Information	Submit Application
----------------------	-----------	--------------------	-----------------	--	---------------------	--------------------

Instructions:

This is the final step in completing the online application update process. Please check that all information is accurate. Once you press the **Submit Application** button below, your account will be locked and you will not be able to edit until your application has been approved.

What is next?

Once you press **Submit Application** below, the following will occur:

- Your account will be locked. You will only be able to view your records.
- A confirmation email will be sent to you with a list of documentation to send in.
- Early Childhood Project staff will review your documents and process your application.
- Early Childhood Project staff will mail your Registry Certificate and unlock your account.

The next step toward completing the process is for you to send us verification documents with your check, money order or pay online after you click on "Submit Application" below.

Application Selections

Item	Level	Expires	Fee*
<input checked="" type="checkbox"/> Career Level	None - Initial (Paper)	N/A	\$25.00
<input checked="" type="checkbox"/> Trainer	None - Initial (Paper)	N/A	\$0.00
Total Processing Fee*:			\$25.00

*A submission fee is required where noted in order to process your Online Application. All fees are subject to change without notice.

Will you be sending documentation to the Registry?

- No, I will not be sending in documentation
- Yes, I will be sending in documentation

< Previous Step

Submit Application

Cancel

Step 5: Follow up

You will receive an automatically generated email as soon as you submit your application, requesting documents to complete your Practitioner Registry application and your PDS application.

You will also receive an additional email with attached documents that you will need to print off and send or fax back to our office.

Be sure to check your email for additional correspondence!

Step 6: You receive your certificate!

Once we have everything we need to verify your requested PDS level, we will process your information and mail your certificate.

You will renew your Montana PDS level annually along with your Practitioner Registry.