

# How to access your Professional Development Record

Step 1: Go to [www.mtecp.org](http://www.mtecp.org) and click My Professional Development Record (PDR)

The screenshot shows the website's navigation bar with the following items: Home, About Us, Job Board, Publications, Resources, My Professional Development Record (circled in blue with an arrow pointing to it), and Log In. Below the navigation bar is the Montana Early Childhood Project logo and a series of menu items: Practitioner Registry, Professional Development Approval System, Career Development, Incentives and Awards, Find Training, and Contact Us. A 'Suggestions? Click Here' link is also present. The main content area features a 'What's New?' section with links to 'MONTANA EARLY CHILDHOOD APPRENTICESHIP PROGRAM', 'NEW CAREER PATH', 'ADDITIONAL INFORMATION ON HI-SET', 'ECP 101 DOCUMENT', and 'CHILDCARE IN MONTANA-SEPTEMBER 2018'. To the right is a 'Welcome!' banner with the text 'We support professionals who make a difference in the lives of Montana children and families.' and a collage of photos showing children and adults interacting.

## ECP Reports

Click on links below to access data reports. **You may need Adobe Reader to view some reports. Click [here](#) to download the free version.**

Select report categories

All items checked

Update

### Public Reports

For best print quality select 'Acrobat (PDF) file' from 'select a format' and then click on 'Export'.



[Professional Development Record](#)

Use PS# to view training record



[Professional Development Record](#)

Use Registry ID to view training record



[Professional Development Record](#)

Search without PS# to view training record

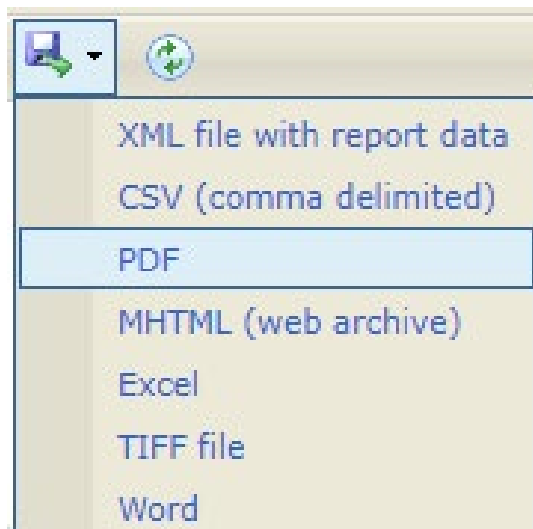
**Step 2: Use either your Registry ID#, PS#, birth date, or last 5 digits of your SSN to search for your record using View Report button.**

Enter PS# (Example 'PS999999'):  View Report

**Step 3: Click the Floppy Disc Icon(Export).**



**Step 4: Choose a format from the drop-down menu (PDF is best).**



**Step 5: You can now download your document to Save or Print.**