

Process for Applying For Professional Development Specialist (PDS) **Levels: User's Guide**

1. It is a prerequisite that anyone who would like to be considered for a PDS Level must be current on the Practitioner Registry.
2. An individual must indicate that they would like to apply to be a PDS within their Practitioner Registry Account. Once an individual does so they automatically go into a Pending status as a trainer.
3. An automatic email is generated that explains the documentation that we will need to receive.
4. An email is sent by the ECP staff with additional items attached that will need to be submitted. These include the Trainer Recommendation Form (for those not working in a Resource and Referral Agency, the Montana Agreement and the Code of Ethical Conduct for Adult Educators (an NAEYC Document) along with the framework/instructions sheet.
5. For renewals: Unless an individual has requested a different PDS level, no additional documentation needs to be submitted in order to remain current at their level.
6. If a potential PDS has facilitated trainings that have passed through the Early Childhood Project's approval system, they may send a written request to the ECP to print off that list of training to verify the total number (or partial number) of hours of training that they have facilitated.
7. Once all the required paperwork and documentation has been received and after checking to see that the individual is in Current status on the Practitioner Registry the appropriate PDS level is assigned.
8. A certificate is generated and sent. In the case of renewal, the certificate will be sent with the renewed Practitioner Registry Application.