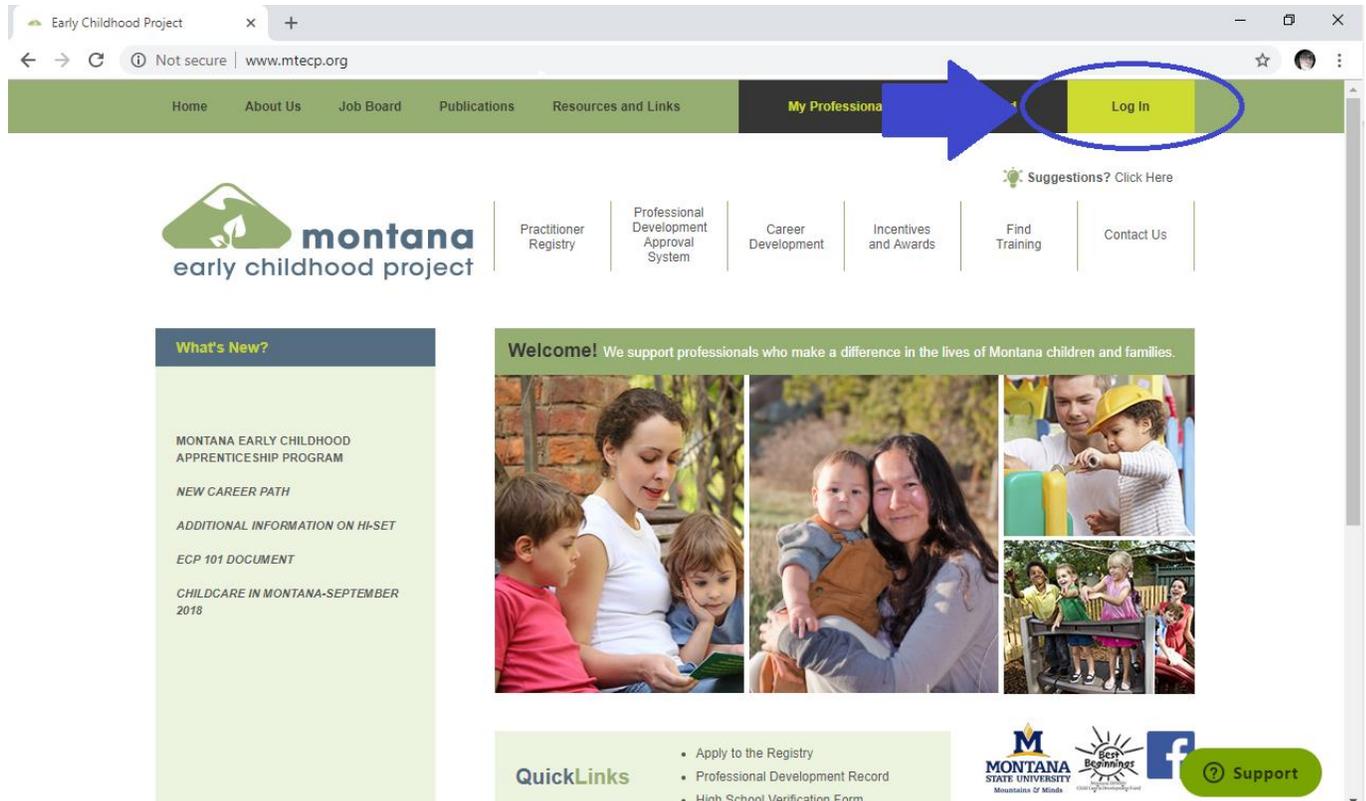


# How to Apply to The Montana Early Care and Education Practitioner Registry

## Step 1: Go to [www.mtecp.org](http://www.mtecp.org) and click Log In



## Step 2: Create an account

When applying to The Practitioner Registry for the first time, create a new account.

*If you have already created an account and know your password, skip to Step 3 on page 8.*

*If you have an account but do not remember your password, click on "Forgot Password?". You will be sent an email to reset your password.*



Powered by  INSIGHT

Email Address

Password

Remember me

→ Login

[Forgot Password?](#)

 [Create Account](#)

Enter your name and email address to create your new account.

## Create Your Insight Account

Please enter the required info below to begin creating your secure account.

First Name

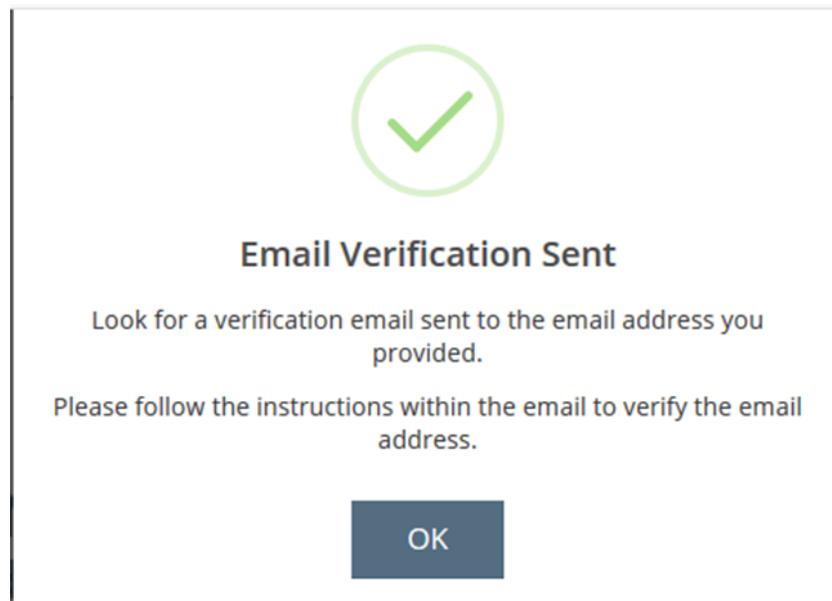
Middle Name

Last Name

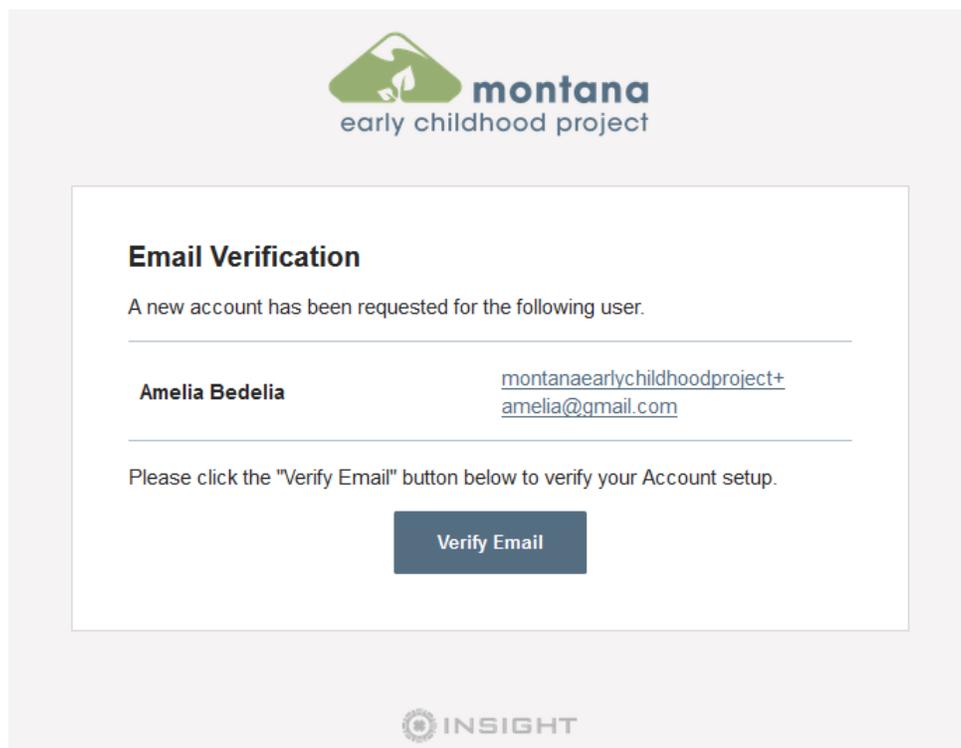
Email Address

Create Account

Once you click “Create Account”, an email will be sent to the email address you provided to verify your email address.



Check your email, open the email you receive, and click the “Verify Email” button in the email. **Be sure to check your junk mail if the email is not in your inbox.**



Now you will need to create a password for your new account. Note the password requirements.

## Create Password

Please create a new password for your account.

New Password

The Password field is required.

Re-enter New Password

Save Password

### Password Requirements

Valid passwords must consist of the following:

- Minimum of 7 characters
- At least one capital letter
- At least one number

 Special characters such as '&' or '!' are encouraged but not required.

Once your password is saved, then you will need to log in by reentering your email and password.

If you have a PS# and work at a state licensed or registered program the system will recognize your information and connect you with your previous profile.

## Locate Online Application

### Why Do I Need to Enter This First?

You may have a profile in the system. Please fill out this form so that we can see if your profile exists. The system will use your birth date and last five digits of your social security to find your profile. We store this information on your profile and will use it to verify your identity if you need to contact us.

 If no existing profiles are found, you will automatically continue onto new profile setup.

First Name

Amelia

Last Name

Bedelia

Email Address

montanaearlychildhoodproject+amelia@gmail.com

Date of Birth

1/1/2001

Last 5 Digits of SSN

11111

Next >

If a previous account is not found, you will see the screen below. Fill out the information requested to set up your new profile.

## Profile Information

An online application was NOT found using the information you provided.  
**If you have ever applied to the Practitioner Registry before DO NOT PROCEED.**  
**Call the ECP at 1-800-213-6310.**  
Otherwise, please enter the following to begin the Registry online application process.

First Name

Amelia

Middle Name

Last Name

Bedelia

Email Address

montanaearlychildhoodproject+amelia@gmail.com

Date of Birth

01/01/2001

Last 5 Digits of SSN

11111

### Why can't I change my information?

Your name and email address are used to identify your Identity account. You can change your name and email address after completing profile setup.

Choose your communication preferences.

Individual Profile Setup

Cancel

## Communication Preferences

### What is This?

We may send periodic communications related to the registry in addition to emails about your account. If you do not wish to receive informational emails, uncheck the box below.

 Please note you will continue to receive emails about your account.

Yes, I wish to receive informational emails from the Early Childhood Project. If you do not select this option, you will still receive emails about your account.

I give permission for my employer to receive communications about my account.

◀ Back

Next ▶

Read and accept the Terms of Use.

Individual Profile Setup

Cancel

## Terms of Use

### What You Need to Know About Your Data

Please review and check the box below to continue.

#### THE MONTANA EARLY CHILDHOOD PROJECT PRIVACY POLICY Terms and Conditions

**OUR COMMITMENT TO YOUR PRIVACY.** We believe the responsible use of information is important for meeting your needs and providing consistent service quality. This privacy statement explains data collection and use practices of the EARLY CHILDHOOD PROJECT (ECP). The ECP collects and maintains Personal Identifiable Information (PII) for its participants and partners. The PII we collect and maintain includes name, addresses, telephone number, email address, birth date and last 5 digits of your social security number.

The ECP also collects specific information regarding your employment, education, training, and professional organization membership. All data collected from you as an individual is kept confidential and when shared is protected as described below. Please view below to review the Security Protection and Safeguard Procedures in place to protect your PII and other data as stated above.

Our website and email use "cookies" and similar means to collect aggregate statistical information. Aggregate information is demographic information and does not identify any individual member. We may use or disclose aggregate information for any purpose. A cookie is a small text file that is placed on your

Now you have now successfully created your profile. **Note this does NOT mean you have applied to the Practitioner Registry yet.**



Your initial profile has been set up.

OK

### Step 3: Practitioner Registry application

When you first log into your application, you will see the screen below. Check Become a Participant, and then click Apply to start the process. To learn more about PDS or Director Credential click the '?'.

Summary Personal Education Employment Training Professional Reports

## Welcome, Amelia Bedelia

You have signed in but not submitted an application. Please submit below.

<input checked="" type="checkbox"/> Become a Participant	?	\$0.00
<input type="checkbox"/> Become a Professional Development Specialist (PDS)/Trainer	?	\$0.00
<input type="checkbox"/> Apply for the Montana Directors Credential	?	\$0.00
<input type="checkbox"/> Become a Technical Assistance Specialist	?	\$0.00
<input type="checkbox"/> Apply for the Early Intervention (EI) Specialist Certification. Not ready for application	?	\$0.00
Total Fee:		\$0.00

**1** **2**

**Registry ID 54229**  
**Amelia Bedelia**  
123 Sunshine Way  
Bozeman, MT 59718  
(406) 404-1624  
[montanaearlychildhoodproject+amelia@gmail.com](mailto:montanaearlychildhoodproject+amelia@gmail.com)

**Membership Card**  
[Learn more about your PD Pass.](#)

**Organization Profile Management**  
Do any of the following apply to you?

Collect required documentation and click Start Interview to begin the application process.

montana early childhood project Amelia Bedelia My Cart (0)

## Registry Interview

Provide CURRENT information on your application. As you move through each step, the information you enter will be saved. Upload all documentation to your application as you move through the steps. If you are unable to complete the entire application now, you may come back and complete it later. When that is complete, you will receive a certificate.

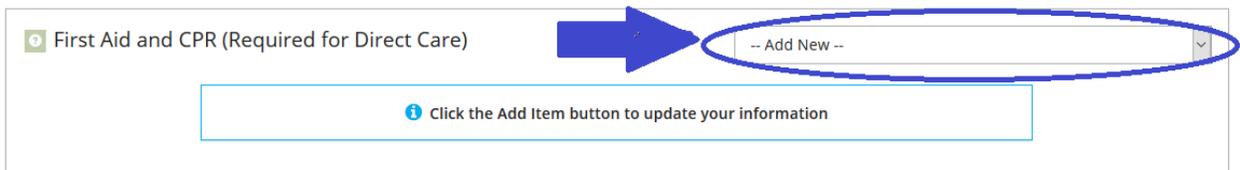
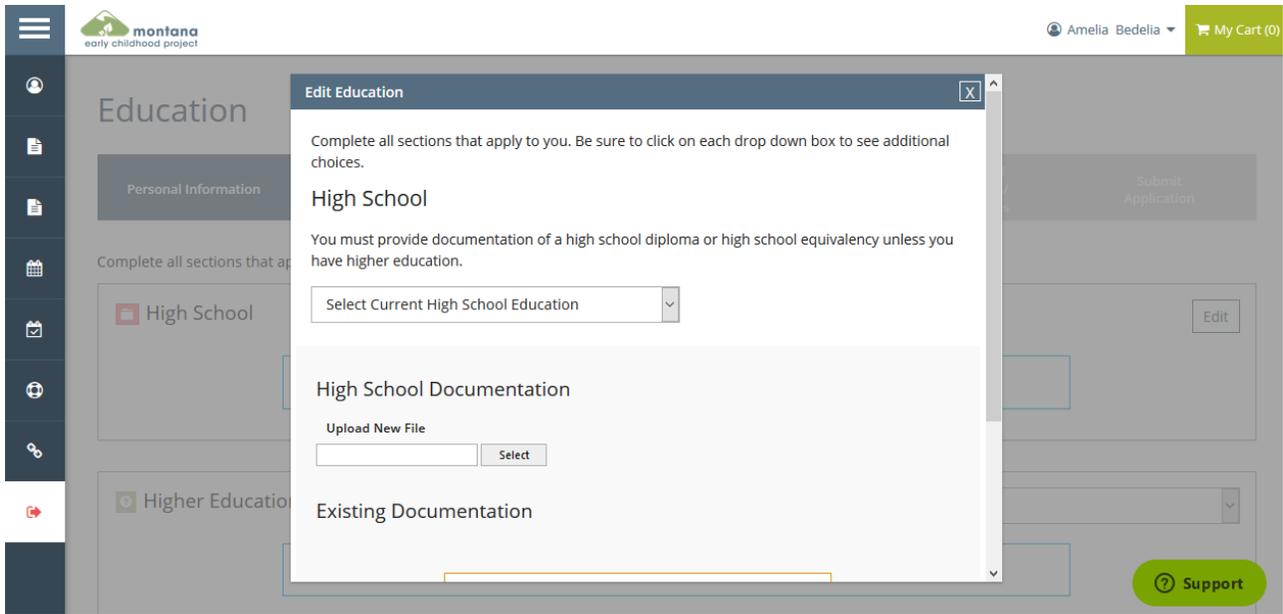
Before starting the application make sure to collect the required information, which includes education (diplomas, transcripts, and certifications), First Aid and CPR cards, and the [Employment Verification Form](#). Upload all documentation to your application.

Enter the requested information in the Personal Information section.

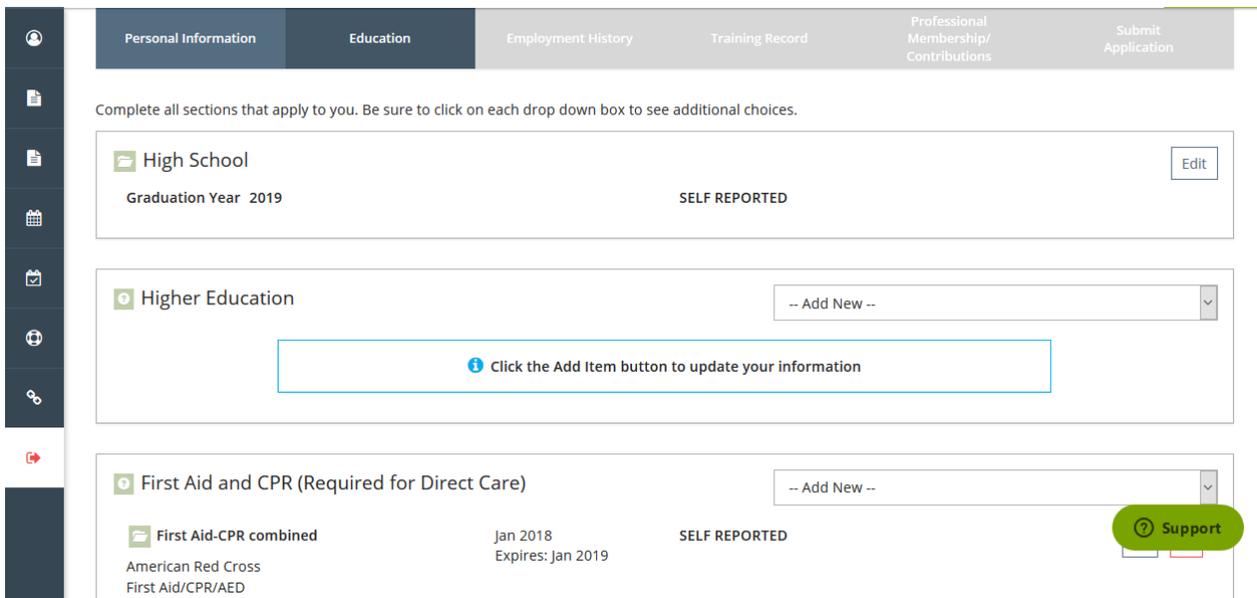
The screenshot shows the 'Personal Information' section of the Montana Early Childhood Project portal. The user is Amelia Bedelia. The page title is 'Personal Information'. Below the title is a navigation bar with tabs: 'Personal Information' (selected), 'Education', 'Employment History', 'Training Record', 'Professional Membership/Contributions', and 'Submit Application'. The main content area displays 'Registry ID 54229' and 'PS# (Person Number)'. There are three text input fields: 'First Name\*' containing 'Amelia', 'Middle Name' (empty), and 'Last Name\*' containing 'Bedelia'. A green 'Support' button is located on the right side of the form.

Complete all applicable information in the Education section. Click Edit or Add New to add new information. Enter your high school graduation date, and college information if you have completed any college classes. Enter First Aid/CPR information and any other relevant certifications. You will need to upload supporting documentation for all applicable information. See the Upload Document User Guide for more detailed instructions on uploading documents.

The screenshot shows the 'Education' section of the Montana Early Childhood Project portal. The user is Amelia Bedelia. The page title is 'Education'. Below the title is a navigation bar with tabs: 'Personal Information', 'Education' (selected), 'Employment History', 'Training Record', 'Professional Membership/Contributions', and 'Submit Application'. The main content area contains the instruction: 'Complete all sections that apply to you. Be sure to click on each drop down box to see additional choices.' Below this is a list item 'High School' with a red square icon. To the right of 'High School' is a blue arrow pointing to a circled 'Edit' button. Below the list item is a text box containing the instruction: 'Click the Edit button to update your information'.



The red file boxes will turn green once you have uploaded documents. **Please double check that you have successfully uploaded all required documentation.**



It is required to enter current employment information, and optional to add previous employment information. **You will need to complete and upload the Employment Verification Form for your current employment.** A separate form will be required for each position you hold if you work multiple positions or at multiple programs. Add an employment record by clicking Add Position.

**Employment History**

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

Please add an employment record for every early care and education position you hold or have held in the past. This may include direct care with children and support agency employment. We will verify your experience with the [employment verification form](#). Please upload this form to your application.

- If you held more than one position for the same employer, enter a separate entry for each position. For current employment, you will also need to complete a separate employment form for each program (make sure to divide your total hours between programs).
- Enter an end date for any position which you no longer hold.
- Use the PV# to easily search for programs.

**⚠ No Employment Entered**  
Click the Add Item button to update your information

Return to My Profile   < Previous Step   Save and Continue >   Support

You can search for your employer by selecting the appropriate option below.

**Select Employer Type**

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

Select the option that best describes your employer:   Return to Employment List

**Montana Regulated Child Care**  
This includes licensed child care centers and registered family and group child care homes with a PV#.

**Montana Non-Licensed/Registered or Public School**  
This includes Public Schools, Early Intervention Agencies and out-of-state entities.

**Training or Local/State Agency**  
This includes early care and education support agencies.

Support

Searching by PV# is the easiest option for licensed or registered programs. Search with the correct format with PV and then the number, for example PV12345. Scroll down to see search results and choose your program if it is found.

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

Search for: Montana Regulated Child Care

Enter in ONLY one search box at a time. To quickly find your employer use your program PV number. Example: PV12345

Organization ID  
Q

Employer Name  
Q

City  
Q

PV#  
Q PV12354

Search

Support

Continue through the Training Record and Professional Membership sections. See the Individual Request for Training Approval User Guide if you need to enter other training to your Training Record. It is option to add professional membership information to your Registry profile. **Be sure to click Submit Application at the end of the application process.**

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 and upload documents.
- A confirmation email will be sent.
- Staff will review and process your application.
- Staff will unlock your account after processing.

Application Selections

Item	Level	Expires	Fee*
Career Level	None - Initial	N/A	\$0.00
<b>Total Processing Fee*:</b>			<b>\$0.00</b>

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

Cancel   < Previous Step   Submit Application   Support

Once you have successfully submitted your application, you will see the page below and receive a confirmation email.

montana  
early childhood project

Amelia Bedelia My Cart (0)

## Submit Application

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

✔ Application Successfully Submitted.  
Your application has been successfully submitted on **01/04/2019**.

In order to become current on the Practitioner Registry you must upload verification for current employment, education, and First Aid and CPR certificates. If you have already done this, please click the button below.

1. High school diploma (if you did not attend college):
  - o High School: 2019
2. Certificates
  - o First Aid-CPR combined: First Aid/CPR/AED - American Red Cross

I have no documentation to submit

Support

**If you have uploaded all required documentation, you can click “I have no documentation to submit” to expedite the application review process. Your application cannot be processed until you have submitted all required documentation.**

## Documentation Pending

In order to become current on the Practitioner Registry you must upload verification for current employment, education, and First Aid and CPR certificates. If you have already done this, please click the button below.

1. High school diploma (if you did not attend college):
  - o High School: 2019
2. Certificates
  - o First Aid-CPR combined: First Aid/CPR/AED - American Red Cross

I have no documentation to submit

## Step 4: Check email and Staff Notes regularly

Please check your email and Staff Notes in your account regularly for communication from the Early Childhood Project. Staff Notes can be found by scrolling down to the bottom of your Summary tab on your profile. You can contact the Early Childhood Project with questions at any time by emailing [ecp@montana.edu](mailto:ecp@montana.edu) or clicking the Support button found on our website and within your application.

