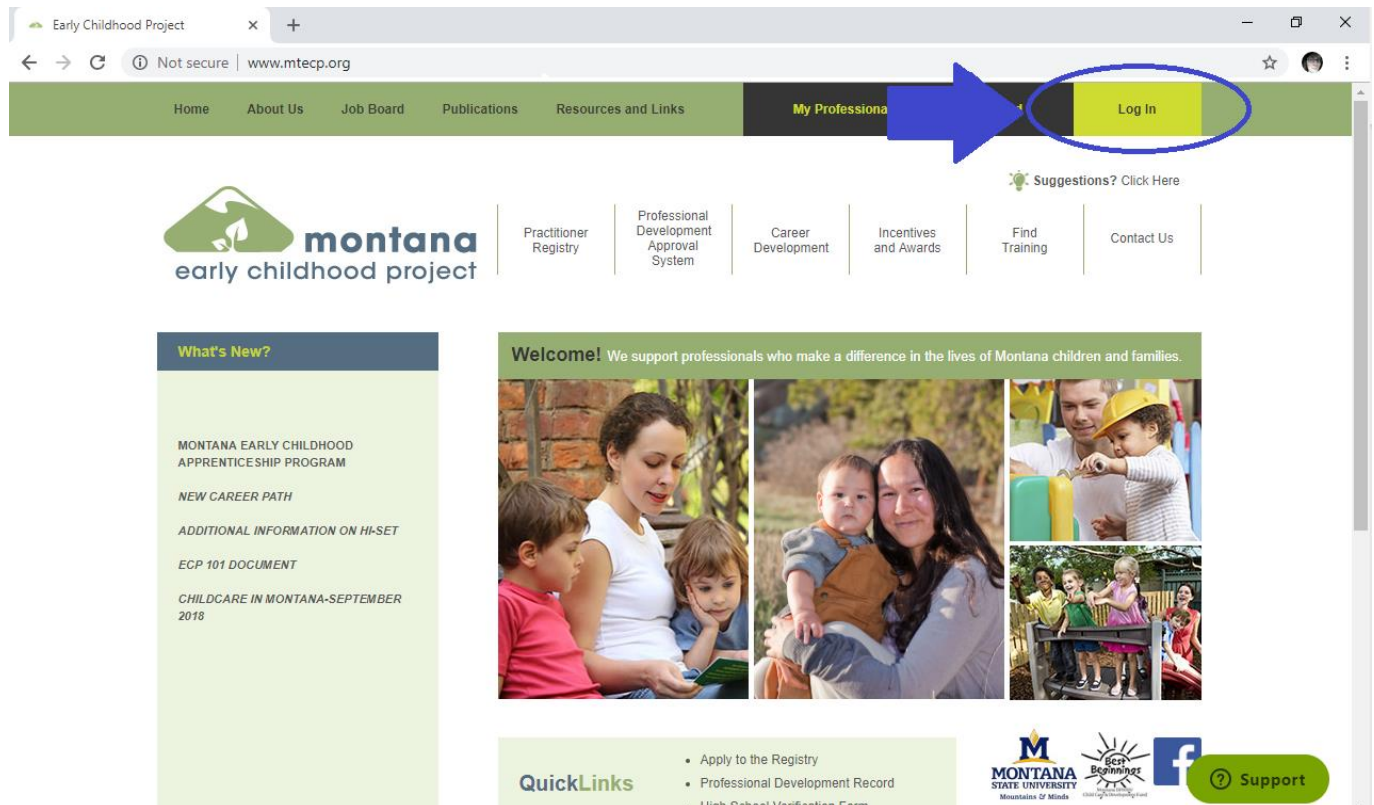# How to Apply to The Montana Early Care and Education Practitioner Registry

Step 1: Go to 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.

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.
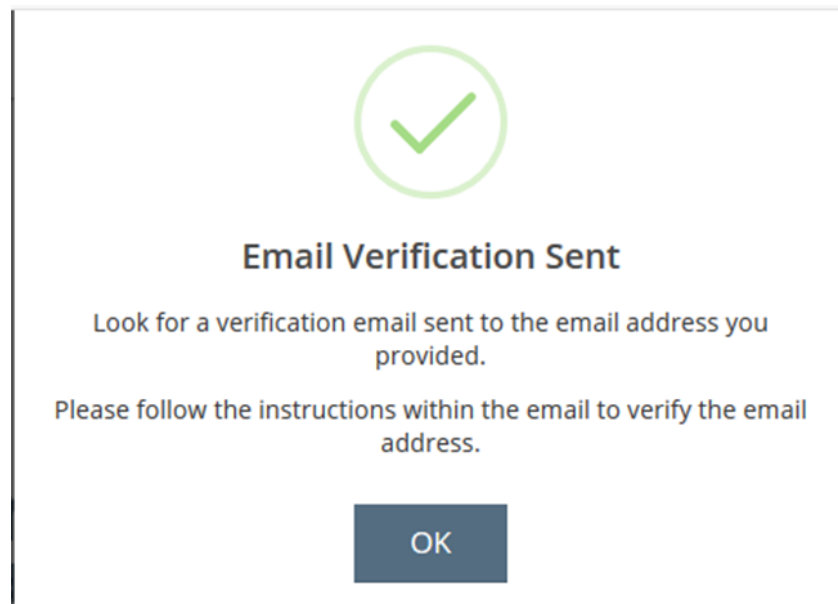
First Name

Enter First Name

Middle Name

Enter Middle Name

Last Name

Enter Last Name
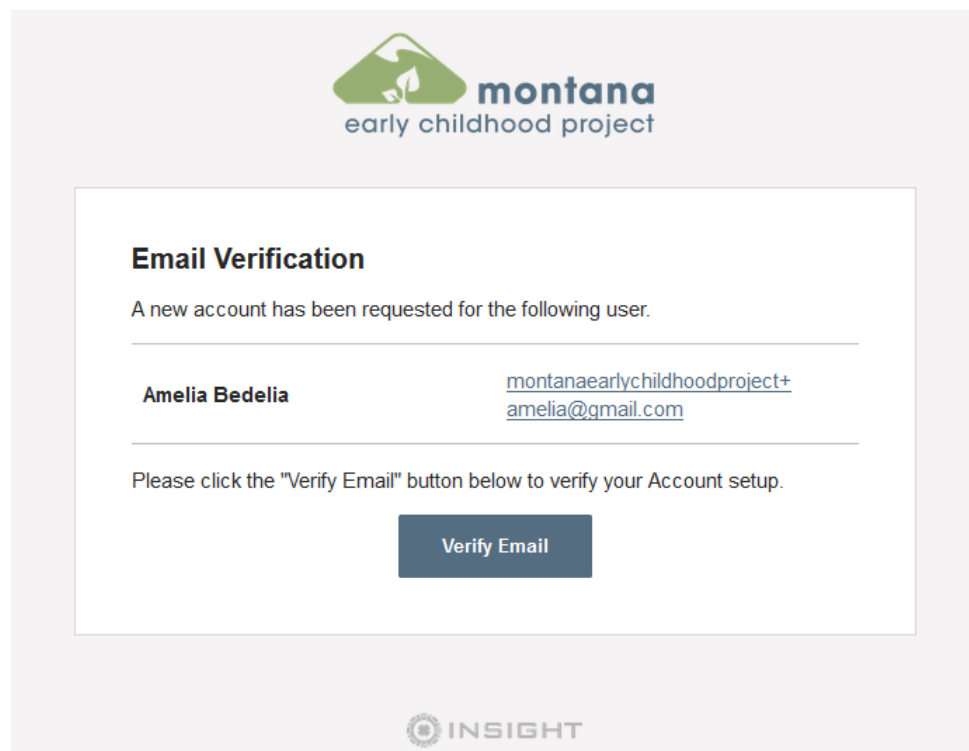
Email Address

Enter 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

New Password

The Password field is required.

Re-enter New Password

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

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.

☑ Become a Participant	🔲	$0.00
🔲 Become a Professional Development Specialist (PDS)/Trainer	🔲	$0.00
🔲 Apply for the Montana Directors Credential	🔲	$0.00
🔲 Become a Technical Assistance Specialist	🔲	$0.00
🔲 Apply for the Early Intervention (EI) Specialist Certification. Not ready for application	🔲	$0.00
	Total Fee:	$0.00
		Apply

Registry ID 54229
Amelia Bedelia
123 Sunshine Way
Bozeman, MT 59718
(406) 404-1624

montanaearlychildhoodproject+amelia@gmail.com

Change Email

Membership Card
Learn more about your PD Pass.

Organization Profile Management

Do any of the following apply to you?

Support

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.

Start Interview

Support

Enter the requested information in the Personal Information section.

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.
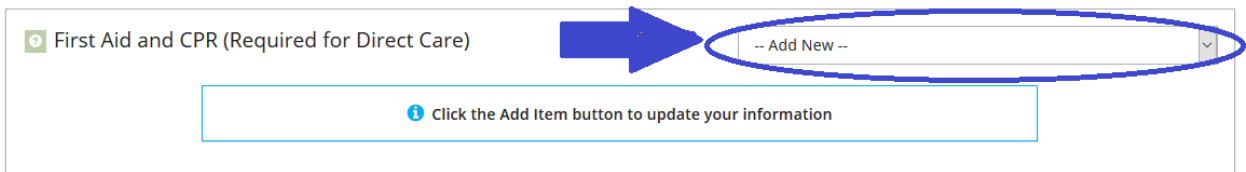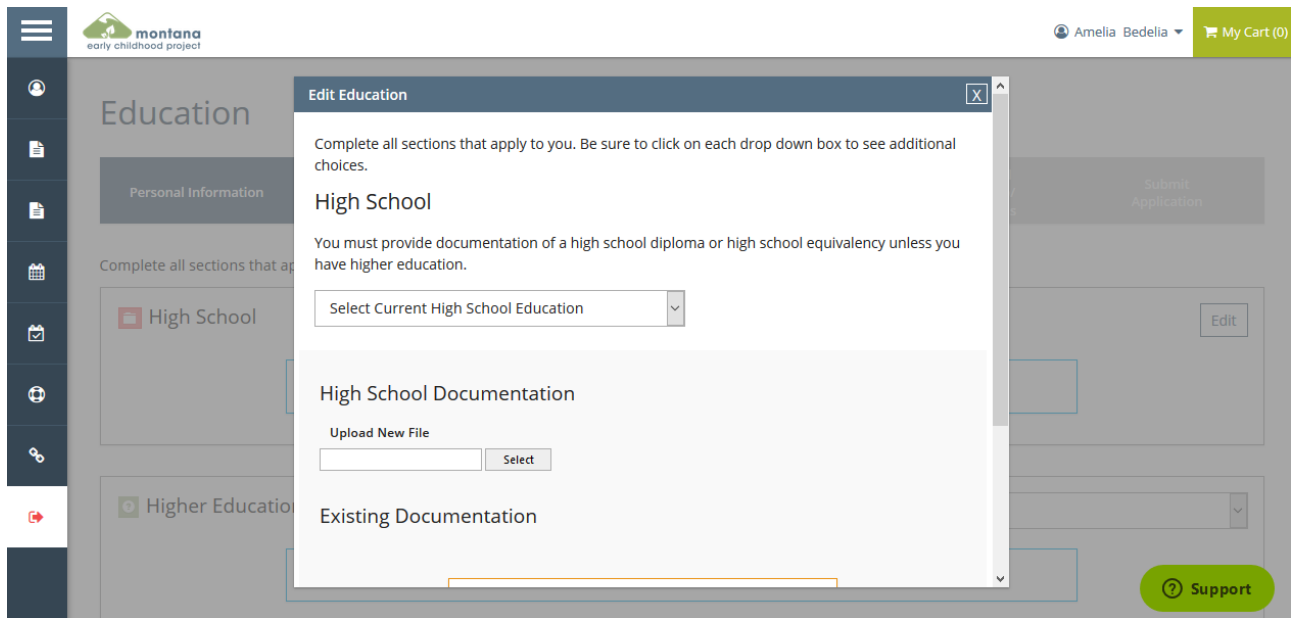
The red file boxes will turn green once you have uploaded documents. **Please double check that you have successfully uploaded all required documentation.**
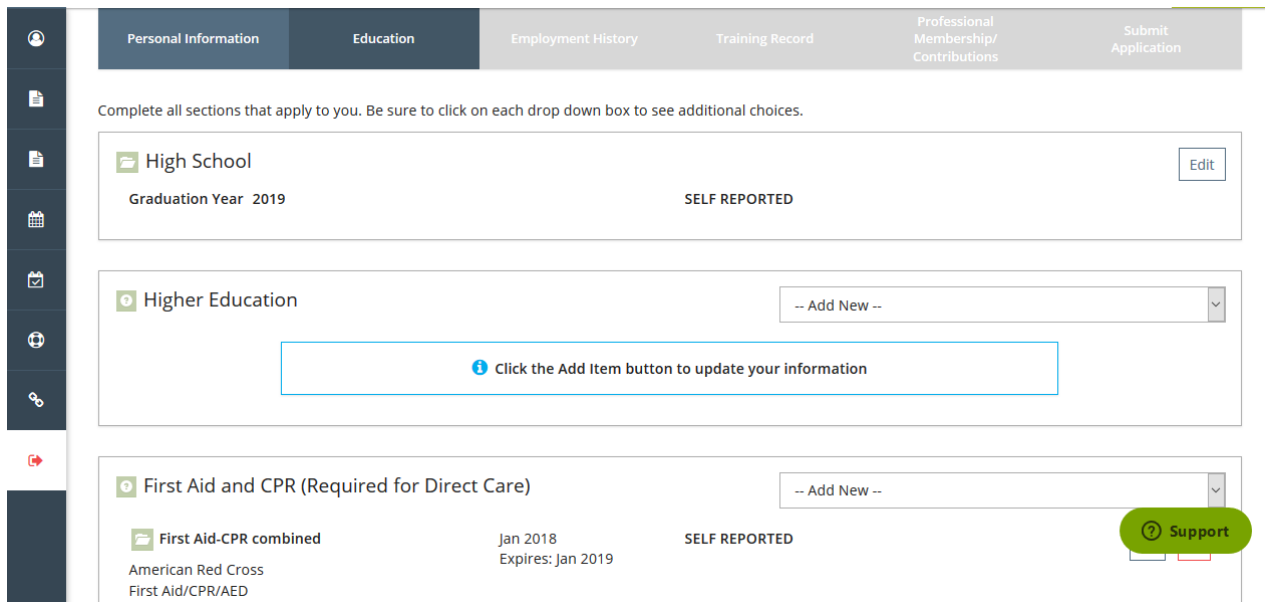
It is required to enter current employment information, and optional to add previous employment information. **You will need to complete and upload the Employment Verification Form for your current employment.** A separate form will be required for each position you hold if you work multiple positions or at multiple programs. Add an employment record by clicking Add Position.

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

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.

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.**

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

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.

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 or clicking the Support button found on our website and within your application.