

How to apply for PDIA for Infant/Toddler and Preschool Course completion

- Log into your Registry account and navigate to the “Incentives and Awards” tab.

Online Application

Back to Search

[REDACTED]
[REDACTED]

How long does it take to process an application?
We are currently processing materials received Tuesday, July 14, 2020

Account | Practitioner Registry | Account Status | Reports






Summary | Personal | Education | Employment | Training | Professional | **Incentives and Awards**

Welcome, [REDACTED]

Your certificate is current.

Registry ID: [REDACTED]
Practitioner Registry
Level 8 Certification

[REDACTED]
[REDACTED]

- Renew My Registry Membership 
- Become a Professional Development Specialist (PDS)/Trainer
Must be at least a Level 4 on Career Path 
- Apply for the Montana Directors Credential
Must be at least a Level 4 on the Career Path 
- Become a Technical Assistance Specialist
Must be employed by a CCR&R 
- Apply for the Family Support Specialist Certification.
Must be employed by a Part C/Montana Milestones Provider 

- **Once you navigate into the Incentives and Awards section, select “Start Application”**

Account | Practitioner Registry | Account Status | Reports | Summary | Personal | Education | Employment | Training | Professional | Incentives and Awards

Incentives and Awards

Incentives and Awards Eligibility

Registry Status	Active
Career Level	Level 8 Certification Expires 07/31/21
Eligibility Status	New by on 05/02/16

[Update Status](#) [Start Application](#)

Employer		Select Position
Employer	-	
Position	-	
Hours per Week	-	
Employment Date	--	

- Please select the incentive type that you are applying for and then select “continue”.

Application Type ✕

Select an award:

- Professional Development Incentive Award
- GED/HiSet Award
- Infant/Toddler Course Completion Award
- Pre-School Course Completion Award

Continue Cancel

- Complete your application by reviewing/updating your Personal information, Employment Information, and course information.

Infant/Toddler Course Completion Award Eligibility Rules

All portions of the application must be reviewed and confirmed in order to submit.

Personal Information Review and update personal information such as contact information.	⚠ review	Review
Employment Review and update employment information within your profile.	⚠ review	Review
Infant/Toddler Course Completion Award Information Provide information about the coursework you have taken.	⚠ incomplete	Review

Submit Application

Personal Information

1 Personal information comes directly from your profile.
Click "Manage" to update your Personal information.


Contact Information

 [Redacted]
 [Redacted] /  [Redacted]

Home Address

Country US

Mailing Address

 [Redacted]
City [Redacted] / State MT / Zip [Redacted]
County [Redacted] / Country US

Employment History

1 The employment history below comes directly from your profile.
Click "Manage" to update your employment information.

[Redacted] / [Redacted]
Start 09/01/2010 / End Present
Title Director/Owner / Compensation Not Provided / Status Verified by Registry
License Number [Redacted] / Months Per Year 12 / Hours Per Week 60

Confirm

Confirm

Infant/Toddler Course Completion Award

ECP will verify you've completed the Certified Infant Toddler Caregiver Course (CITC) (60 hours) or the Certified Preschool Teacher Course (CPTC) (60 hours). After you submit, you will need to mail a completed W-9 Form to the Early Childhood Project (P.O. Box 173540, Bozeman, MT 59717). A W-9 Form can be found by clicking the link <https://www.irs.gov/pub/irs-pdf/fw9.pdf> [irs.gov]

Program/Certificate

Which course will you be taking?

MT Infant Toddler Caregiver Education Course

Save & Confirm

Close

➤ **Once you have confirmed all required sections, select “submit application”.**

Infant/Toddler Course Completion Award

Eligibility Rules

All portions of the application must be reviewed and confirmed in order to submit.

Personal Information

Review and update personal information such as contact information.

confirmed

Review

Employment

Review and update employment information within your profile.

confirmed

Review

Infant/Toddler Course Completion Award Information

Provide information about the coursework you have taken.

confirmed

Review

Cancel Application

Submit Application

➤ **Please review the Incentives and Awards Terms and Conditions to continue. Your application is now submitted.**

Incentives and Awards Terms and Conditions ×

You must agree to the following terms and conditions to submit this application.

If you are applying for the Practitioner Registry Award (GED/HiSet):

- I attest I have a current Practitioner Registry Certificate at the time of application.
- I attest I joined the Practitioner Registry at Membership status and completed my high school equivalency (HiSET or GED) after October 1, 2018.
- I certify all information on my Practitioner Registry Award application is true and correct.
- I understand this award is contingent on funding and can be discontinued at any time.
- I understand the timeline to receive payment will be 6-8 weeks after approval of award.

If you are applying for the Professional Development Incentive Award:

- I attest I have a current Practitioner Registry Certificate at the time of application.
- I attest that I am seeking a Credential, Certificate, or Degree in Early Childhood Education that leads to a level 3 or higher on the Montana Practitioner Registry.
- I attest that I work a minimum of 15 hours per week in one of the following:
 1. State Registered Group or Family Child Care Home
 2. State Licensed Child Care Program
 3. Montana Head Start or Tribal Head Start

I agree to all of the above

Continue



Application Submitted

Your application was successfully submitted.

OK

After you submit your application, you will need to mail a completed W-9 form to The Early Childhood Project (PO BOX 173540, Bozeman, MT 59717)

If you have any questions, please contact The Montana Early Childhood Project at ecp@montana.edu.