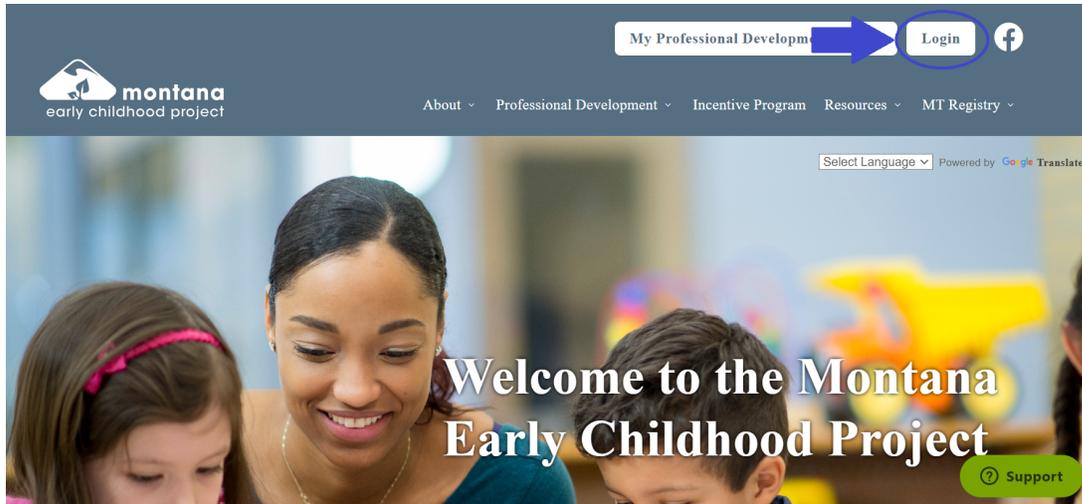


# How to Create an Account and Apply to The Montana Early Care and Education Practitioner Registry

**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 7.*

*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

Powered by INSIGHT

Forgot Password? Login

Enter your name and email address to create your new account. Your phone number is not required.

## Create Your Insight Account

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

First Name

Middle Name

Last Name

Email Address

Security Phone Number

📞 Used for account recovery and must be text message enabled

Create Account

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



### Email Verification Sent

Look for a verification email sent to the email address you provided.

Please follow the instructions within the email to verify the email address.

OK

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.**

## New Account Verification

Johnny Shott

[montanaearlychildhoodproject+johnnytest@gmail.com](mailto:montanaearlychildhoodproject+johnnytest@gmail.com)

Please click the **Verify Email** button below to verify your Account.

Verify Email

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 8 characters
- At least three of the following: uppercase letter, lowercase letter, number, or symbol
- Passwords cannot contain your first name, middle name, last name, or email address.
- Passwords cannot contain more than three (3) repeat or sequential letters or numbers.

 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.

**i** 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.

<b>First Name</b>	<b>Middle Name</b>
Amelia	
<b>Last Name</b>	<b>Email Address</b>
Bedelia	montanaearlychildhoodproject+amelia@gmail.com
<b>Date of Birth</b>	<b>Last 5 Digits of SSN</b>
01/01/2001	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. We strongly encourage you to select Yes as we do send out important information about registry changes and updates. You can also select the language you wish to receive system emails in.

## 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.

Email Communication Language

English

[< 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.

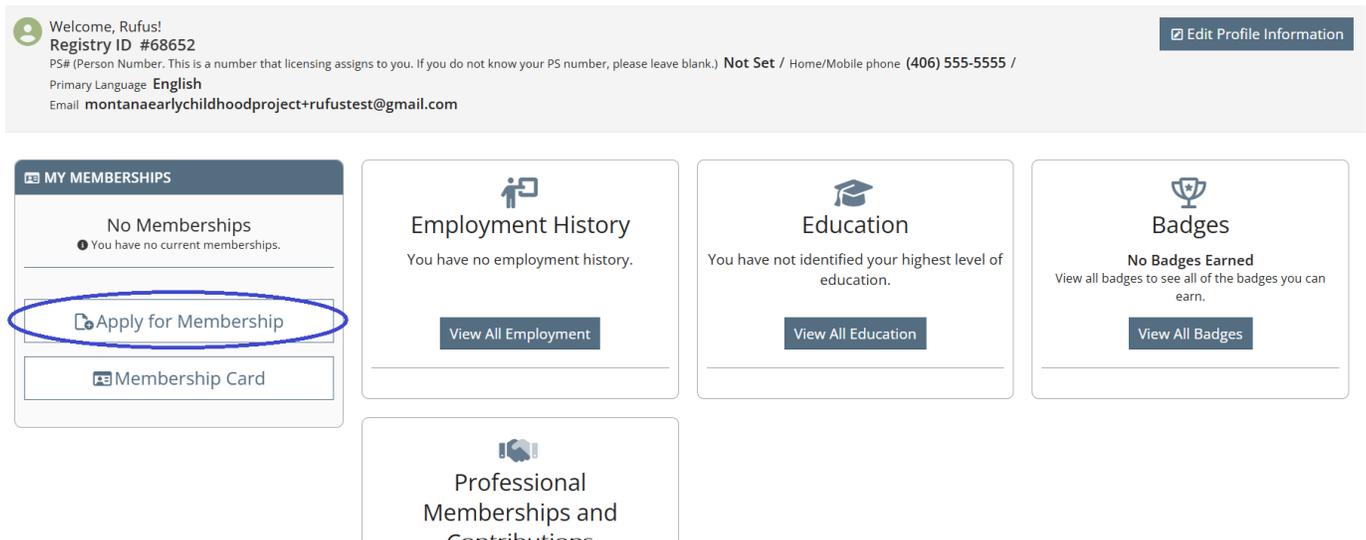


Your initial profile has been set up.

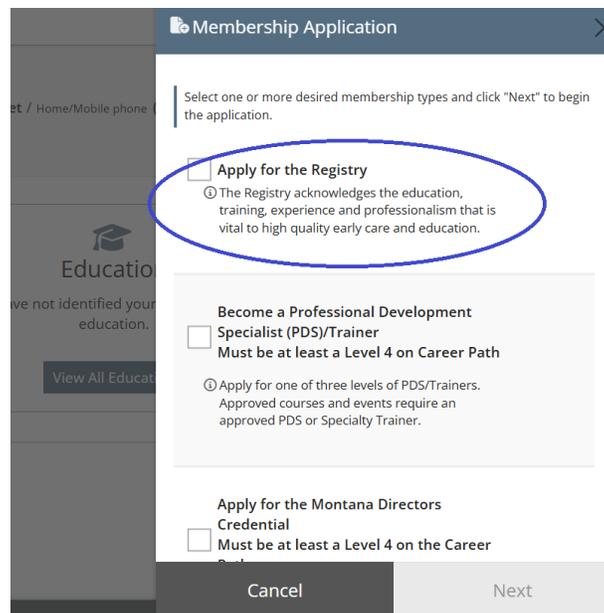
OK

### Step 3: Practitioner Registry application

When you first log into your profile you will see the screen below. To submit an application for membership, select Apply for Membership on the left in the My Memberships section.



A pop out window will open on the right side and you can select Apply for the Registry and then Next at the bottom. (You can also select the other application types but must meet certain criteria for those. You can also apply for those at a later time.)



The application will appear and you must review each section and confirm to move on. If you do not have documentation to upload, you can still select Save and Confirm to move to the next section.

**Membership Application** Return to Profile

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

<b>Personal Information</b>	unconfirmed	<a href="#">Review</a>
<b>Education</b>	unconfirmed	<a href="#">Review</a>
<b>Employment History</b>	unconfirmed	<a href="#">Review</a>

Select Review for Personal Information. Check all Personal Information and enter any changes or new information. When done, select Save and Confirm at the bottom.

**Personal Information**

**General Information**

<b>First Name</b> Rufus	<b>Middle Name</b> Enter Middle Name/Initial	<b>Last Name</b> Martin	<b>Suffix</b> Enter Suffix
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[Show Previous Names](#)

**Date of Birth**  
March 15 1973

**Gender**  
Male

PS# (Person Number. This is a number that licensing assigns to you. If you do not know your PS number, please leave blank.)

Enter PS#

[Save & Confirm](#) [Close](#)

Select Review for the Education section. An Education Summary page appears. You can enter high school documentation, higher education, or, if you are still in high school, enrolled in Hiset/GED, or have not received a diploma, you can complete our high school verification form and upload that. Select Add Education Entry to get started.

The screenshot shows the 'Education Summary' page. At the top, there is a dark blue header with the text 'Education Summary'. Below the header, there are two main sections: 'Primary Education' and 'Other Education'. Each section contains a white box with a blue border and a message: 'No Education Entered' followed by 'Click "Add Education Entry" to enter your education.' In the top right corner of the page, there is a dark blue button with a white icon and the text 'Add Education Entry', which is circled in blue. At the bottom of the page, there is a dark blue footer with two buttons: 'Confirm' and 'Close'.

Click on Make a Selection and then choose High School or Higher Education to enter that information. If you choose to upload Higher Education documents, you do not need to upload High School graduation documents. We do require completed transcripts (official or unofficial) if you choose Higher Education.

The screenshot shows the 'Add Education' page. At the top, there is a dark blue header with the text 'Add Education'. Below the header, there is a dropdown menu with the label 'Type'. The dropdown menu is open, showing a list of options. The first option is 'Make a selection--'. Below that, there are two main categories: 'Primary Education' and 'Other Education'. Under 'Primary Education', there are three options: 'High School' and 'Higher Education', both of which are circled in blue. Under 'Other Education', there are four options: 'First Aid and CPR (Required for Direct Care)', 'OPI License', 'Certificates', and 'CDA Credential'. At the bottom of the page, there is a dark blue footer with two buttons: 'Save' and 'Close'.

If you choose High School, you will see this drop down menu:

**Add Education**

Type  
High School

What is your high school education status?  
--Make a selection--  
--Make a selection--  
I have a high school diploma or GED  
I have not completed high school and am not enrolled in any high school program  
I am currently enrolled in high school  
I am currently enrolled or anticipate enrolling in a HiSet/GED program

Save Close

If you choose I have a high school diploma or GED, you will see the following screen:

Type  
High School

What is your high school education status?  
I have a high school diploma or GED

Graduation Year  
  
Required

**Documentation** Required

**Documents are required.**  
Please click the "+File" button to upload documents.

+File

The following file types are accepted:  
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .jpg, .png, .jpeg, .jpe

Save Close

Enter your high school information and select the +File button on the right to upload your documentation. We will accept a copy of your diploma or a high school transcript with a clear graduation date listed. Be sure to Save at the bottom after uploading your document.

If you are still in High School, are enrolled in a GED/HiSet program, or have not completed High School and do not intend to do so, select the correct option, enter your anticipated graduation date, and upload our high school verification form. Be sure to Save at the bottom.

The screenshot shows the 'Add Education' form with the following fields and options:

- Type:** High School (selected in a dropdown menu)
- What is your high school education status?:** I am currently enrolled or anticipate enrolling in a HiSet/GED program (selected in a dropdown menu)
- Graduation Date:** An empty text input field with a red 'Required' label below it.
- Documentation:** A section with a red 'Required' label. It contains a message: 'Documents are required. Please click the "+File" button to upload documents.' and a '+File' button.
- Accepted File Types:** A small text box listing: doc, docx, xls,xlsx, xlsxm, pdf, rtf, jpeg, png, ipaq, jpg
- Buttons:** 'Save' and 'Close' buttons at the bottom.

If you need to upload higher education, select that option in the drop down menu, and enter your information and upload your transcripts. If you have not yet obtained your degree, please select Some College. Requirements for transcripts are listed on that page. Be sure to Save at the bottom.

The screenshot shows the 'Add Education' form with the following fields and options:

- Type:** Higher Education (selected in a dropdown menu)
- Instructions:** A text block explaining that transcripts must be PDF documents and listing required information: first and last name, name of college/university, program of study, and course/grades with semester/quarter dates. It also states that if this information is missing, official transcripts will be required.
- Degree:** A dropdown menu with the text '--Make a selection--' and a red 'Required' label below it.
- Institution:** A radio button selection for 'US Accredited'.
- Buttons:** 'Save' and 'Close' buttons at the bottom.

To add other education documents such as CPR/First Aid, CDAs, or licenses, please select +Add Education entry, and choose one of the options in the drop down. For CPR/First Aid, select that option, and choose the correct class for your card. Most people will choose the Combined option. We will move the card to the correct folder if needed. Enter your information and upload your card using the +File button. Be sure to Save at the bottom.

Type  
First Aid and CPR (Required for Direct Care)

It is required for all individuals working in direct care with children to enter and upload this information to become current on the Practitioner Registry. The card that you upload needs to indicate that Adult, Child, and Infant CPR/First Aid were included in the course content. Your application may be marked as incomplete if this information is not included.

Credential  
CPR  
--Make a selection--  
CPR  
First Aid  
First Aid-CPR combined  
Pediatric First Aid

Date  
mm/dd/yyyy

Expires  
mm/dd/yyyy

Save Close

To upload other options such as a CDA, choose Add Education Entry, choose the correct option from the drop down menu, and enter your information and upload your certificate, etc. Be sure to Save at the bottom.

Note: You do not need to upload anything for these options if not applicable.

In the Employment section, you can upload evidence of previous or past employment. To do this, select New Employer, then Search by Employer Name in the search panel on the left side of the page. In most cases, previous employers will not be found, especially if they are out of state programs. Select Create New Employer, then Select Ok, Enter the program's information and Continue, Enter your employment information for that program, and upload your verification documents. (These can include pay stubs, reference letters or tax forms). Be sure to save at the bottom. ECP staff will verify.

For current employment, if you work in a licensed program, your employer should let you know if they will enter your employment information or if they want you to do it. Employers of licensed programs will now verify their employees' employment through their org profiles. If they ask you to enter employment, select New employer, and on the next screen, search by license number.

Find Employer

Filter Employers

Employer Name  
Search by Employer Name

City  
Search by City

Organization ID  
Search by Organization ID

License  
Search by License

License Source  
Search by License Source

Search Reset

Search to Find Employers  
Use the provided search fields found under Filter Employers to search for applicable employers.

Choose Select when your program comes up.

Find Employer

Filter Employers

Employer Name  
Search by Employer Name

City  
Search by City

Organization ID  
Search by Organization ID

License  
pv107862

License Source  
Search by License Source

Search Reset

Sort by Name Direction Ascending

Showing 1 out of 1

#22904  
**Zoot Adventure Learning Academy** Select

Program Zoot Adventure Learning Academy / PV# PV107862  
Address 555 Zoot Enterprises Lane / City Bozeman / State MT / Zip Code 59718 / County Gallatin  
Phone (406) 556-7439 / Email Christina.Havener@email.com

Showing 1 out of 1

Can't Find Your Employer?  
Use this button for adding historical employment for programs that are not licensed or for out-of-state programs.  
+ Add New Employer

Enter your employment information and Save. We are not requiring the employment forms as employers will be verifying employment for licensed programs. Applications will not be completed until employment information is verified, and applicants will receive an email reminding them to communicate with employers.

Employees working in nonlicensed programs, state agencies, or other early childhood settings, can follow the above steps and are not required to upload forms. Registry staff will verify employment.

Employment is not required to be updated every three years, but employees are encouraged to update wages every year, and if they leave employment, to end date their position.

The next section is for Training. Most applicants will not need to add anything but if you have not submitted an Individual Training Request for a training taken in the past three months, you can select Add Training and the Individual Training Request will open. Just a reminder that college courses can be uploaded into the Education section, as well as CPR/First Aid. Any classes taken through the training calendar or through Childcare Training will be verified automatically in your training section and an ITR is not needed. If you do not need to add any training requests, select Confirm at the bottom.

Training Summary

Filter Events

Event ID  
Search by Event ID

Course Title  
Search by Course Title

Training Completion

From Date  
mm/dd/yyyy

To Date  
mm/dd/yyyy

Show E-Learning events only

Search Reset

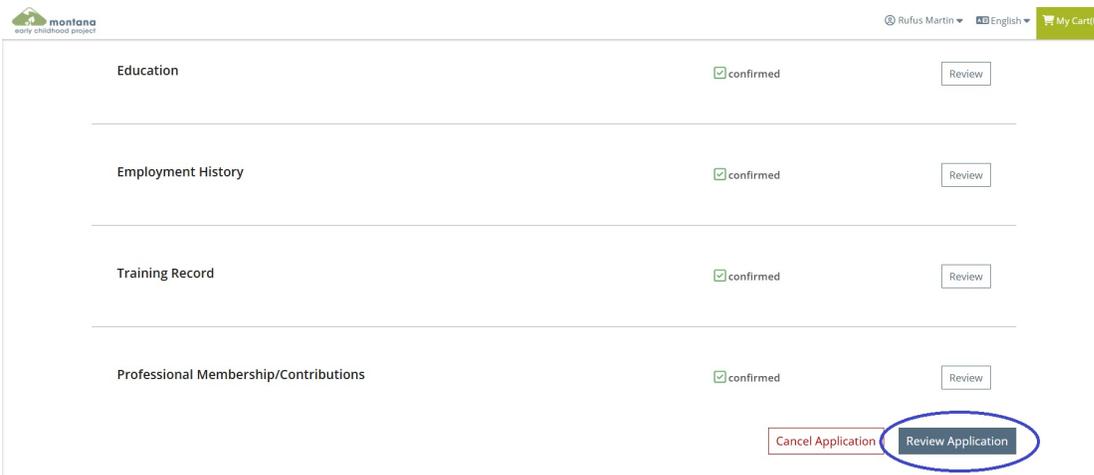
+ Add Training

No Training Available  
No training has been added.

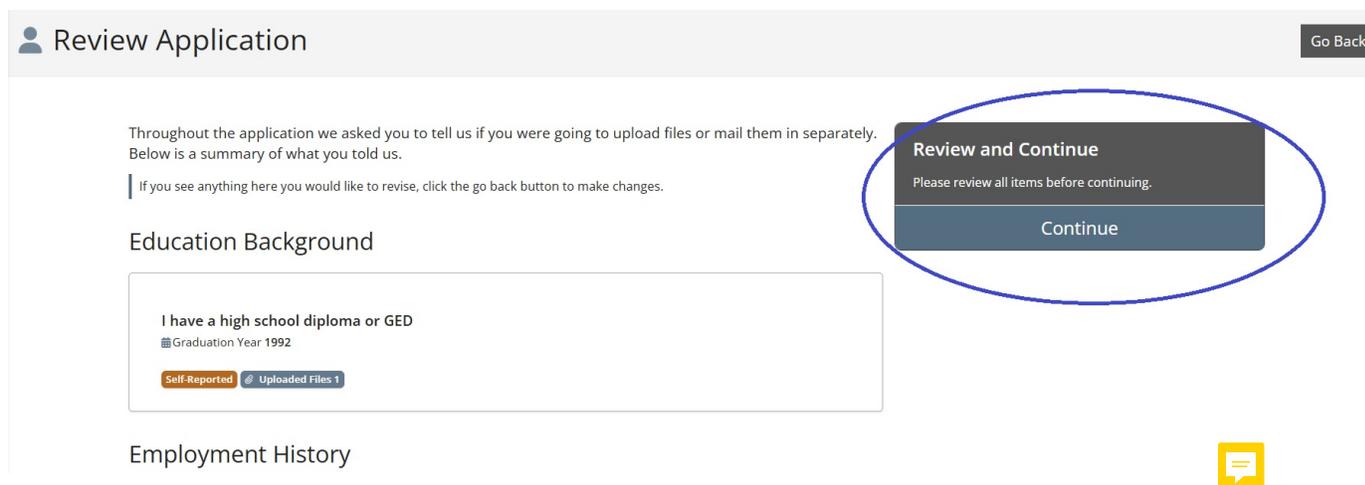
Confirm Close

For Professional Contributions, you can select Confirm at the bottom, unless you are applying for Director Credential.

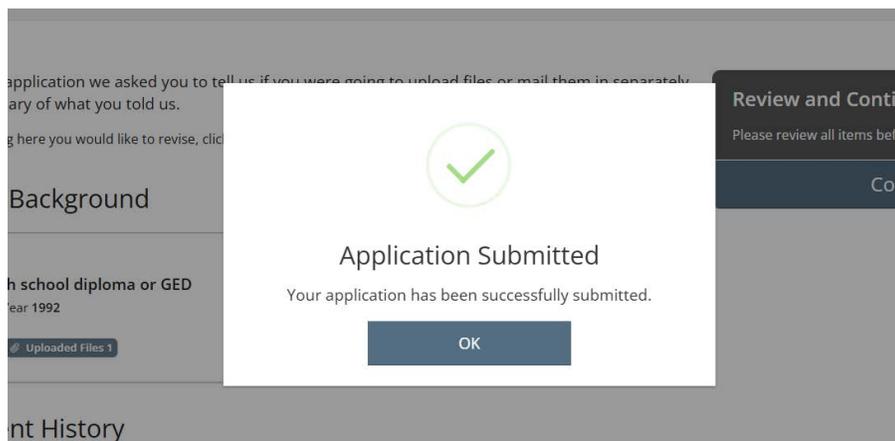
Once all sections, have been confirmed, select Review Application at the bottom right.



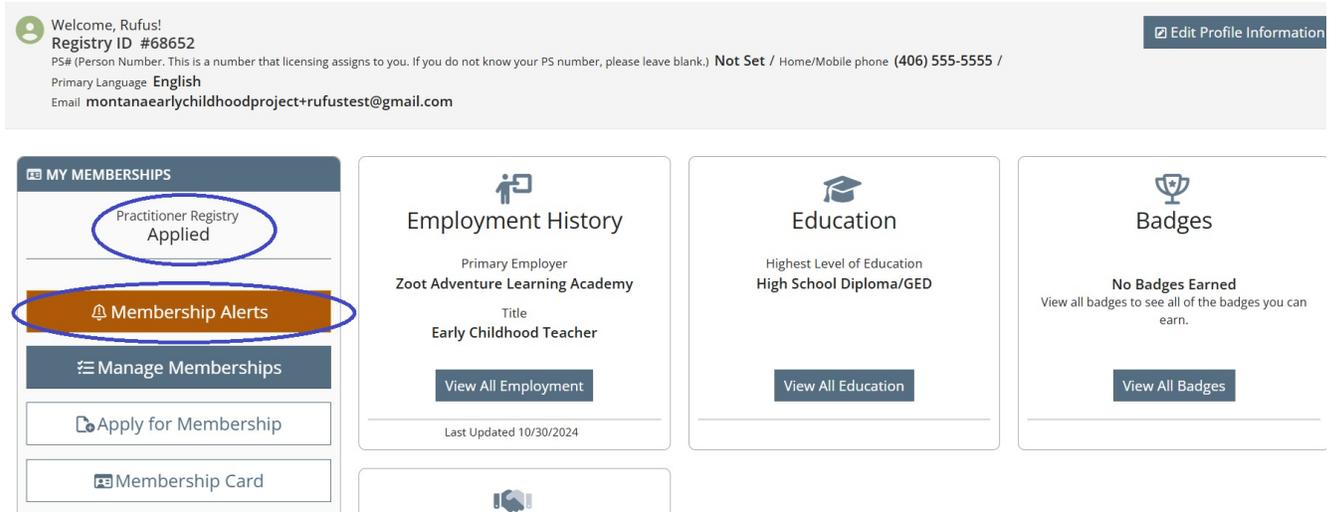
Once you have reviewed that all information is correct, select Continue.



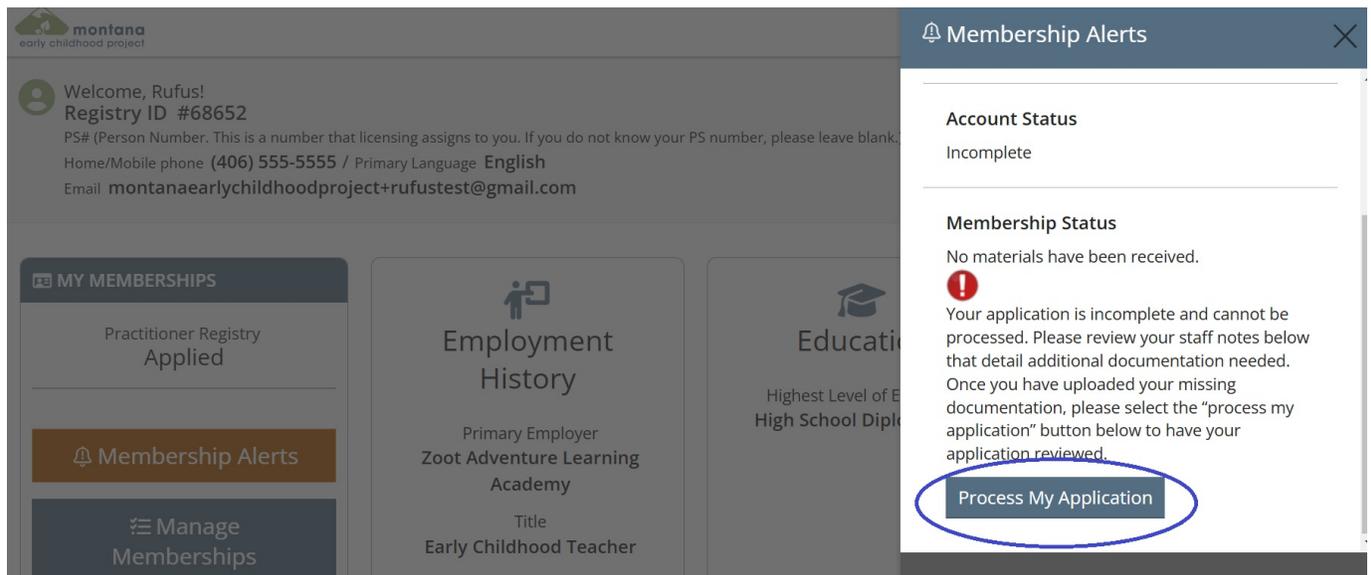
The next screen should show that the application has been submitted.



When you click OK, you will be returned to the Dashboard. You can see your Application status in the Membership section on the left. Membership Alerts will show you additional information about your application in a pop out window on the right.



If you are marked Incomplete, log back into your profile, select the card that corresponds to what is missing (for example, if CPR is missing, choose the Education card, and follow the steps to upload your CPR card). After your document is uploaded, go back to the Dashboard and select Membership Alerts. The pop out window on the right will have the Process My Application button which you can select to put your application back in Processing.



#### STEP 4: Check email and Staff Notes regularly

Please check your email and Notes in your account regularly for communication from the Early Childhood Project. Notes can be found by scrolling down to the bottom of your Dashboard in 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.

