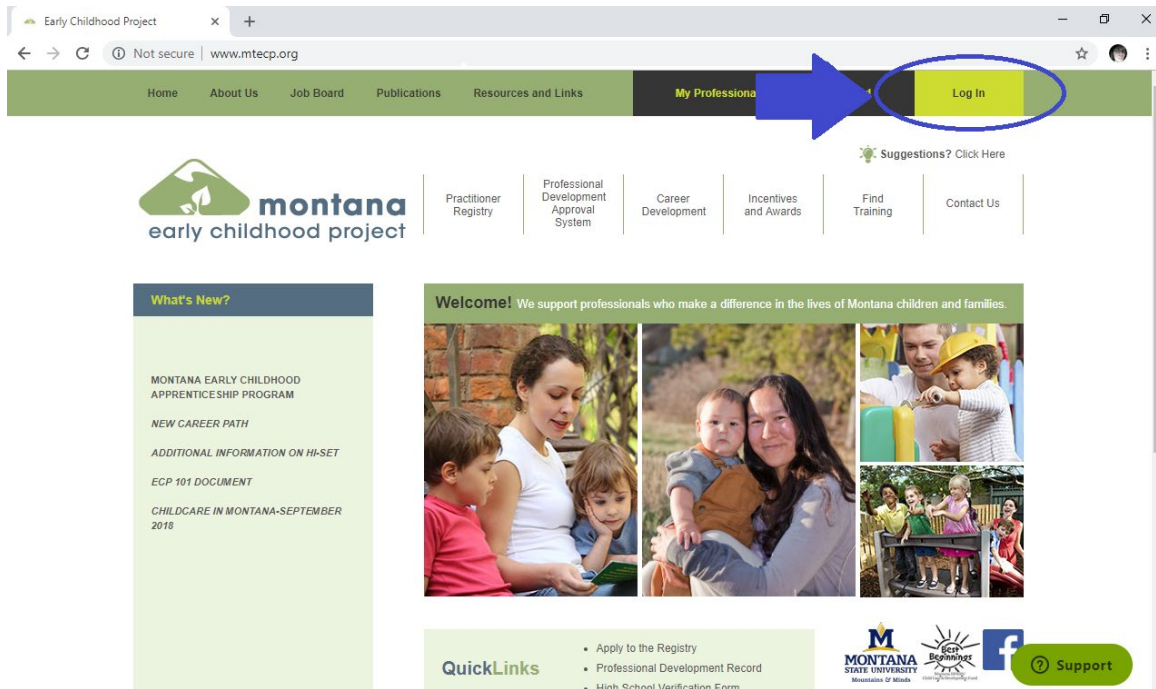


How to Submit your Registry Renewal Application

Step 1: Step 1: Go to www.mtecp.org and click Log In



Step 2: Under the Summary Tab, check Renew my Membership and click Renew.

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 '?'.

<input type="checkbox"/> Renew my Membership	0	\$0.00
<input type="checkbox"/> Become a Professional Development Specialist (PDS)/Trainer	0	\$0.00
<input type="checkbox"/> Apply for the Montana Directors Credential	0	\$0.00
<input type="checkbox"/> Become a Technical Assistance Specialist	0	\$0.00
<input type="checkbox"/> Apply for the Early Intervention (EI) Specialist Certification. Not ready for application	0	\$0.00
Total Fee:		\$0.00
		<input type="button" value="Renew"/>

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

The screenshot shows the 'Registry Interview' page. At the top left is the Montana Early Childhood Project logo. The top right shows the user name 'Amelia Bedelia' and a 'My Cart (0)' button. A dark sidebar on the left contains navigation icons. The main content area has the title 'Registry Interview' and two paragraphs of text: '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.' and '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.' Below the text is a dark blue 'Start Interview' button. At the bottom right is a green 'Support' button.

Enter the requested information in the Personal Information section.

The screenshot shows the 'Personal Information' section of the application. The top navigation bar includes the Montana Early Childhood Project logo, the user name 'Amelia Bedelia', and a 'My Cart (0)' button. A dark sidebar on the left contains navigation icons. The main content area has the title 'Personal Information' and a horizontal tabbed interface with tabs for 'Personal Information', 'Education', 'Employment History', 'Training Record', 'Professional Membership/Contributions', and 'Submit Application'. The 'Personal Information' tab is active. Below the tabs, the 'Registry ID 54229' is displayed. Underneath, the label 'PS# (Person Number)' is shown. There are three text input fields: 'First Name*' with the value 'Amelia', 'Middle Name' (empty), and 'Last Name*' with the value 'Bedelia'. At the bottom right is a green 'Support' button.

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.

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Amelia Bedelia My Cart (0)

Education

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

Complete all sections that apply to you. Be sure to click on each drop down box to see additional choices.

High School

Click the Edit button to update your information

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Amelia Bedelia My Cart (0)

Education

Personal Information Submit Application

Complete all sections that apply to you. Be sure to click on each drop down box to see additional choices.

High School

You must provide documentation of a high school diploma or high school equivalency unless you have higher education.

Select Current High School Education

High School Documentation

Upload New File

Select

Existing Documentation

Support

***Add First Aid/CPR if you are working in Direct Care with children.**

First Aid and CPR (Required for Direct Care)

-- Add New --

Click the Add Item 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.**

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

Complete all sections that apply to you. Be sure to click on each drop down box to see additional choices.

High School Edit

Graduation Year 2019 SELF REPORTED

Higher Education -- Add New --

Click the Add Item button to update your information

First Aid and CPR (Required for Direct Care) -- Add New --

First Aid-CPR combined	Jan 2018	SELF REPORTED	Support
American Red Cross First Aid/CPR/AED	Expires: Jan 2019		

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.

montana early childhood project | Amelia Bedelia | My Cart (0)

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.

Add Position

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.

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Amelia Bedelia My Cart (0)

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

Employer Name

City

PV#

[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
Total Processing Fee*:			\$0.00

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

Buttons: [Cancel](#), [< Previous Step](#), [Support](#), [Submit Application](#)

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

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

Buttons: [Support](#), [I have no documentation to submit](#)

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 3: 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.

 Support