

How to apply to be a Montana Professional Development Specialist (PDS)

Step 1: Sign In to your account with your email and Password

If you need assistance getting an account you may visit our [Practitioner Registry User Guide](#).

Professional Development Record **Log In**

Suggestions? Click Here

Incentives and Awards | Find Training | Contact Us

...ence in the lives of Montana children and families.

montana
early childhood project

Powered by INSIGHT

Email Address

Password

Remember me

Login

[Forgot Password?](#) [Create Account](#)

Step 2: Begin the application process

It is a requirement to be on the Practitioner Registry to become an approved PDS.

If you are not on The Practitioner Registry, you must apply for both The Registry and to be a PDS at the same time.

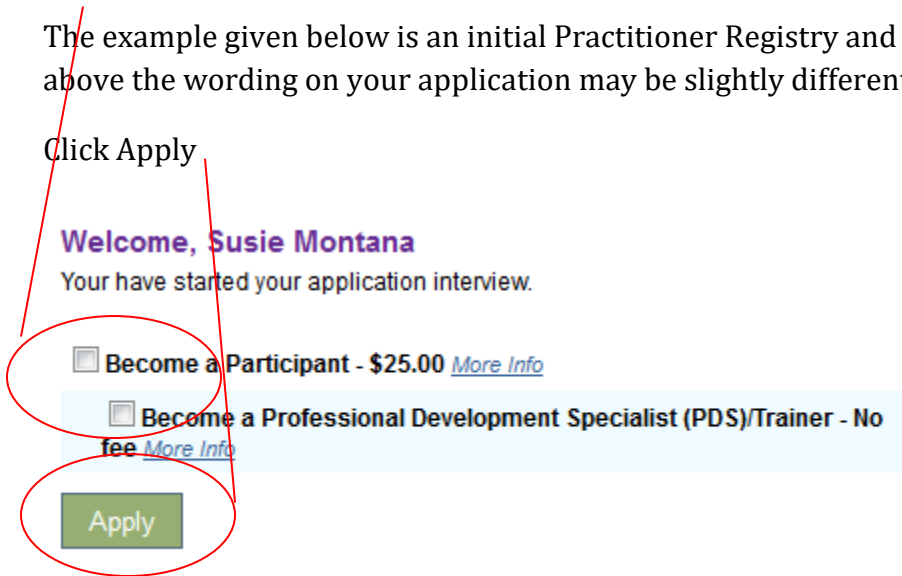
If you are renewing with the Registry you will click 'Renew my membership' AND 'Become a Professional Development Specialist'.

If you are current on The Registry, you may apply for just the PDS portion.

Click on Become a Professional Development Specialist (PDS)/Trainer – No fee.

The example given below is an initial Practitioner Registry and PDS application. Based on the scenarios above the wording on your application may be slightly different.

Click Apply



Step 3: You will now be taken through The Practitioner Registry application if you are applying/renewing for both The Registry and PDS. If you are current on the Registry and are applying for PDS you move directly to the next step.

View The Practitioner Registry User Guide for more information.

Step 4: Complete the PDS application

Fill out the appropriate information and click Save and Continue. Upload any documentation, in the Trainer Documentation box, you have including Resume, Recommendation Forms (2), and the Signed Montana Agreement. If you do not have these forms, please contact our office to receive them. We will need them to assign a PDS Level.

Select the trainer type that best describes your qualifications.

Click [here](#) to view the Professional Development Specialist Framework

Type

Schedule Availability

Time of Day

Miles Willing to Travel

Training Languages

Include my name in the Professional Development Directory

Trainer Profile

Your profile appears when people search for you in the Trainer directory

Trainer directory keywords

i Enter any keywords that may help locate your profile in the directory.

Age Group Expertise*

- Infants (0-12 months)
- Toddlers (13-36 months)
- Preschoolers (37 months - Pre-K)
- Elementary (K-5th grade)
- Middle (6th-8th grade)
- Secondary (High School)
- Adults

Trainer Documentation

[Add Documentation](#)

Knowledge Base Content Area(s) *

Indicate the Knowledge Base Content Areas in which you are willing and competent to provide training.

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Health and Well-being | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Child Growth & Development | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Environmental Design | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Child Guidance | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Family & Community Partnerships | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Program Management | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Curriculum | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Observation, Documentation, and Assessment | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Professionalism | <input type="checkbox"/> Verified |
| <input type="checkbox"/> Personal Dispositions | <input type="checkbox"/> Verified |

Approved To Teach*

I have been trained to instruct others on the following:

<input type="checkbox"/> New Provider Orientation	<input type="checkbox"/> Verified
<input type="checkbox"/> CPR/First Aid	<input type="checkbox"/> Verified
<input type="checkbox"/> BEST	<input type="checkbox"/> Verified
<input type="checkbox"/> Medication Administration	<input type="checkbox"/> Verified
<input type="checkbox"/> Safe Sleep	<input type="checkbox"/> Verified
<input type="checkbox"/> Mandatory Reporting of Abuse/Neglect	<input type="checkbox"/> Verified
<input type="checkbox"/> STARS Readiness	<input type="checkbox"/> Verified
<input type="checkbox"/> MT Infant Toddler Caregiver Education	<input type="checkbox"/> Verified
<input type="checkbox"/> MT Preschool Teacher Education	<input type="checkbox"/> Verified
<input type="checkbox"/> Montana Early Learning Standards	<input type="checkbox"/> Verified
<input type="checkbox"/> Pyramid Model	<input type="checkbox"/> Verified

CELL Verified PAS/BAS Verified None of the above Verified

If the above do not appear on your Professional Development Record, send documentation of completion.

Additional Training*

I have successfully completed these classes:

 Adult Learning I Verified Adult Learning II Verified Training Basics Verified None of the above Verified

Step 5: Hit Save and Continue:



Save and Continue >

Step 6: Read the Code of Ethical Conduct: Supplement for Early Childhood Adult Educators

NAEYC Code of Ethical Conduct

Supplement for Early Childhood Adult Educators

**A Joint Position Statement of
the National Association for the Education of Young Children (NAEYC),
the National Association of Early Childhood Teacher Educators (NAECTE), and
American Associate Degree Early Childhood Teacher Educators (ACCESS)**

Adopted Spring 2004

Click on the acknowledgement at the bottom then Save and Continue

I acknowledge that I have reviewed the Trainer Agreement

[Home](#) [< Previous Step](#) [Save and Continue >](#)

Step 7: Follow the instructions and Submit your Application

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.
- 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
Trainer	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.

[< Previous Step](#) [Submit Application](#)

Step 8: Follow up

You will receive an automatically generated email as soon as you submit your application, requesting documents to complete your Practitioner Registry application and your PDS application.

You will also receive an additional email with attached documents that you will need to print off and send or fax back to our office.

Be sure to check your email for additional correspondence!

Step 9: You receive your certificate!

Once we have everything, we need to verify your requested PDS level, we will process your information, assign a PDS Level and you will receive an email telling you that you can print your certificate by going to the Reports tab in your account.

You will renew your Montana PDS level annually along with your Practitioner Registry. It will renew automatically.