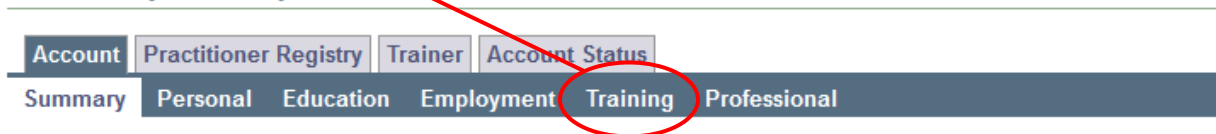


Individual Request for Training Approval User Guide

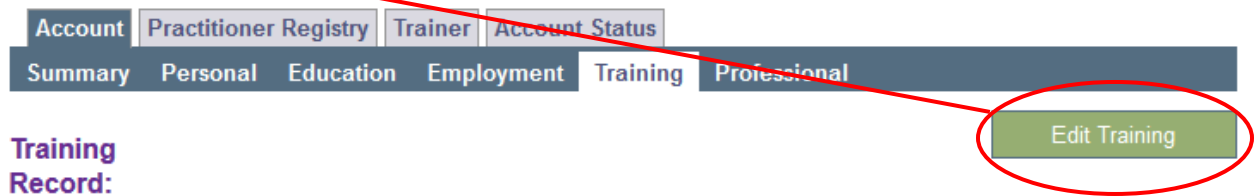
Step 1: Navigate to the online Individual Request Training Form

If you need directions to create an online account click [here](#).

Click on the training tab



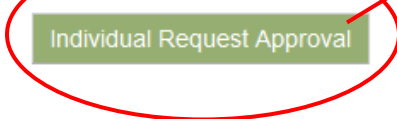
Click Edit Training



Click the Individual Request Approval button

Individual Training Requests:

Submit an individual training request if you have already attended a training event that was not approved through the Montana Training Approval System and are seeking approved training hours. Individual requests for training approval must be submitted within 3 months of the completion date. Documentation of the training must be provided. The training request will be evaluated by the Early Childhood Project.



Step 2: Enter all required information on the online form

****Please note all information with the red exclamation point (!) is required.**

Individual Training Request

Submit an individual training request if you have already attended a training event that was not approved through the Montana Training Approval System and are seeking approved training hours.

Provide an agenda or flyer for the event to verify the content and hours of the training. In addition, we require a signed certificate of completion.

This request must be submitted within **THREE MONTHS** of the event.

Training Sponsor

Enter the name of the sponsor organization that gave the training.

Training Sponsor:

Instructor Details

Name of Trainer: *



Job Title: *



Agency: *



Training Information

Title of Training: *



Start Date: *



End Date: *



Location: *



Level: *



Total Hours of Instruction: *



Must be at least two hours

Knowledge Base Content Area: *



To review the MT Early Care and Education Knowledge Base, visit www.mtcep.org or contact us.

Justification: *

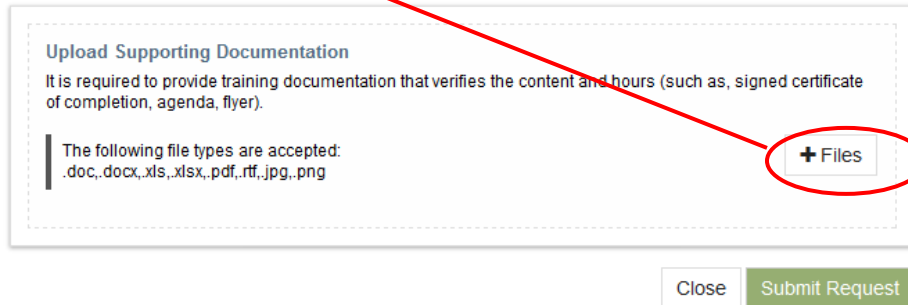
How will this training help you in your work with young children and families?



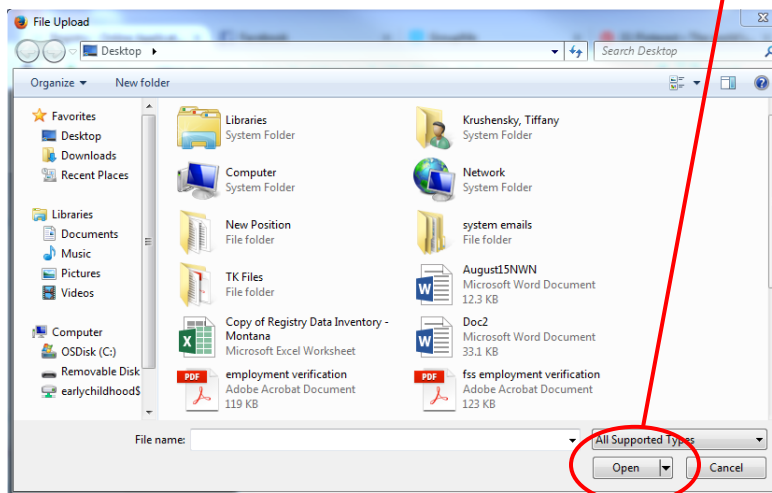
Upload your supporting documentation.

****Please note it is required to upload supporting documentation to receive approval.**

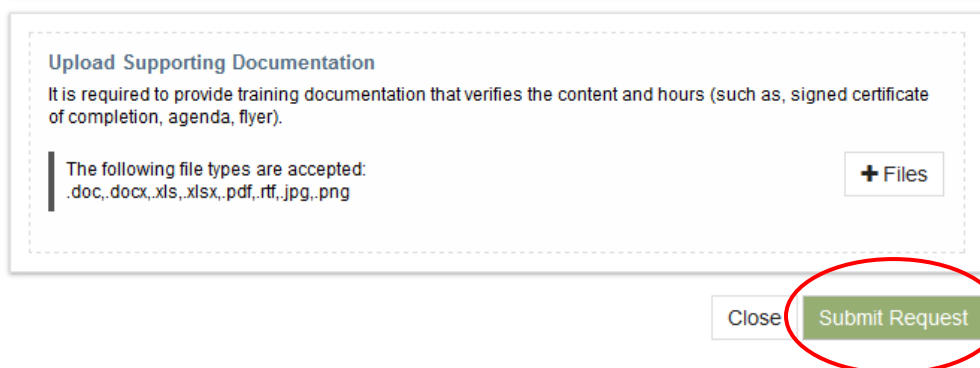
Click the file upload button



Choose your supporting documentation from your files and click open



You may now submit your request.



Step 3: ECP Approval Process

Your training will now go into the approval queue at ECP.

Once approved you will receive an email and the training will be listed as approved on your Professional Development Record.