

All About PS#s

What is a PS#?

Every person in Montana who works over 160 hours annually in a direct care giving role in a licensed or registered child care facility has been issued a PS# by state child care licensing. Different from the provider number (PV#) that identifies the facility where you are employed, your person number (PS#) identifies only you. It is used by the state for many purposes, one of which is to track the required 8 hours of approved training per licensing year. The Early Childhood Project also uses your PS# to track training hours for the Montana Early Care and Education Practitioner Registry.

Why do I need to know my PS#?

Because your PS# is used to track training hours, it is important that you use this number when signing in at the training sessions you attend. By doing so, you will ensure that the training is entered into your record, and you will be able to see all of your completed trainings online at www.montana.edu/ecp/personnel.

How can I find out what my PS# is?

When a direct caregiver is reported to state child care licensing, a six-digit PS# is generated and the Early Childhood Project will send you a PS# card. If you have never received a PS# card or have misplaced it, contact the Early Childhood Project at 1-800-213-6310 or email ecp@montana.edu (be sure to include your full name and mailing address!). We can tell you your PS# and send you a new card with our monthly mailing.

What if I don't have a PS#?

More likely than not, you have been issued a PS# and are simply unaware of it, although there are a few exceptions. If you are unsure, please check with the ECP.

You will not have a PS# card if:

- Your role description with child care licensing does not require you to complete 8 hours of annual training.
- You do not work for a licensed/registered facility
- You have not been reported to your licensor or the state has not received adequate information to enter you into the system. If you think this might be the case, contact your licensor or talk to your program director!

What should I do with my PS# Card?

Like any other identification card you might have, keep your PS# card in your wallet so that you have it when attending approved training events.

Where do I sign in to get credit for training hours?

Every approved training event will ask for you to sign-in when you arrive. **PRINT YOUR FULL NAME LEGIBLY** on the sign in sheet, and write your **PS# LEGIBLY** in the appropriate space. **If we cannot read it, you may not get credit for your training time!**

Why do I need a certificate too?

All approved training events will distribute an official half page certificate to you. This is for your records to keep safe in a professional development/training file as proof of your continuing education in Early Childhood and Education. If your attendance at a training ever goes unrecorded, this certificate can be used as verification that you've completed those training hours.



Early Childhood Project
Montana State University
P.O. Box 173540
Bozeman, MT 59717-3540
ecp@montana.edu
1-800-213-6310 or 406-994-4746
www.montana.edu/ecp

