

## 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 state 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 (or 15 for directors) hours of approved training per licensing year and to make payments to you for Professional Development Incentive Awards (PDIAs). Your PS# is one way that The Early Childhood Project uses 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 training online with a Montana Early Childhood Project Registry ID and Password at [www.mtecp.org](http://www.mtecp.org). Another easy way to access your Professional Development Record is by clicking on “Publications and Reports” on our home page.

### How can I find out what my PS# is?

When you begin working in a state licensed or registered early childhood/child care program, you are listed on a staff list and a six-digit PS# is generated. This information is shared with the Early Childhood Project who sends you a PS# card to carry in your wallet so you may sign in when you attend training events. If you have never received a PS# card or have misplaced it, contact the Early Childhood Project at 1-800-213-6310 or email [eep@montana.edu](mailto:eep@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 state licensed/registered facility

- Your employment in a state licensed/registered program has not been processed yet with licensing. 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 receive 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 attendance 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 education. If your attendance at a training ever goes unrecorded, this certificate can be used as verification that you've completed those training hours.



Montana Early Childhood Project

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