



Montana Early Childhood Project

How to Apply to Become an Approved Professional Development Specialist/Trainer in Montana

July 2010

Background

After a two year process involving many trainers and instructors across the state, a Professional Development Specialist Framework was developed. It includes education and experience in early childhood and adult education. The process involved focus groups, a survey and a forum which captured the ideas and principles from the field. Thank you to all of you who helped us through this process by providing your invaluable feedback!

The Professional Development Specialist (PDS) Framework

The Framework describes four trainer types and two coach types. At this time we are only accepting applications for the trainer types. The complete PDS Framework is posted at www.mtecp.org under Trainer Directory for your information.

Important Dates to Note

July 26, 2010: Launch Day! This is the first day that you can apply to become an approved PDS/trainer.

January 1, 2011: All training approval applications will need to identify an approved PDS I, II, III or Specialty Trainer for each event. An Oversight Trainer must be identified for PDS I facilitated events.

5 Easy Steps to Become an Approved PDS I, II, or III Trainer

- 1. You must be current on the Practitioner Registry to become an approved PDS.*

2. **If you are CURRENT on the Registry**, go to the first page of your online application. This will be your "Status" page. Click on the Personal tab at the top and then click on "Edit Personal" in the blue box. Click on "Trainer" under Application Type. The system will ask you to identify what "Trainer Type" you would like to apply for. Use the drop down box for this. Hit "Update" at the bottom and you will find a "Trainer" tab at the top of your page. Please click on the "Trainer" tab to complete this portion of the application process. Once again, hit "Update" at the bottom of the page. The ECP will notify you, in writing, on the next steps toward completion.

3. **If you are NOT CURRENT on the Registry**, you will need to log in to the ECP website under Log In at the bottom of the home page www.mtecp.org as an individual. You will need to establish an individual account if you do not already have an ID and a password. Follow directions to complete your online Registry application. When you check the "I want to apply to become an approved PDS/trainer" box, you will find a Trainer Information page at the end of the application. The ECP will notify you, in writing, on the next steps toward completion.

4. The ECP will tell you exactly what you need to send to us to verify your Registry and Trainer application. Your applications will not be complete until we receive all requested documentation. If you have ANY questions please feel free to call us.

5. The ECP will mail your certificate (s) to you!

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