

Career Choices & Challenges

A News Sheet about Montana Early Care and Education Career Development

July 2009

Directors' Symposium

The 5th Annual Center Directors' Symposium is coming up! Registration materials were mailed on July 3rd, so be sure to call our office if you did not receive one. This year the symposium will be held in Helena on September 10 - 11. The Montana Association for the Education of Young Children (MtAEYC) is sponsoring an NAEYC Accreditation Seminar which is scheduled for the morning of the first day to help program directors learn more about the accreditation process and to have the opportunity for a hands-on look at materials, portfolios and candidacy materials. For more information about the Symposium and Seminar, visit our website at www.mtecp.org and click on What's New?

Something New for Early Childhood Trainers and Instructors

Come to beautiful Bozeman on August 6 - 7 to join a dynamic group at the The Montana Trainer/Instructor Forum. The results of the survey conducted this spring will be presented and will set the stage for future planning around Trainer Development. We will be looking at what other states are doing and creating a vision for what we want in Montana to enhance our professional development system. Registration materials have been sent out and the deadline is July 15. You will receive confirmation of your registration via email and later a list of participants to help you make travel plans with others.

Going Strong! All Systems Go!

Our new computer system has been up and running since mid-March! We want to thank all of you for your patience and willingness to learn how it all works! If you have yet to go there and still want to take advantage of our NO FEES for The Practitioner Registry offer for 2009 - we invite you to go ahead and sign-in to receive your User ID and Password. This will allow you to apply to The Registry online. With the new system we communicate with you via email, so make sure you check your email to receive notification from us about what we need to verify the information you submitted on your application and process your certificate.

- ❖ Is your application complete? We have many people who have submitted an application, but have not sent necessary documentation back to us to complete the process. You received an email outlining what we need from you. If you do not complete the process prior to December 31, 2009, you will be charged the \$25.00 initial or late renewal application fee or the \$10 annual renewal fee.
- ❖ Watch Out! With our new server, some messages from us may go into your junk email—so check it frequently.
- ❖ Be sure to go into your account and update your email address if and when it changes so we can continue to communicate with you electronically.
- ❖ Your renewal date will change since our new system calculates an end date based upon your application submission date and verification of annual renewal requirements for your Career Path level. All Registry expiration dates will change from the first day of the month to the last day.
- ❖ You may now add approved training that does not appear on your Professional Development Record by going into your online account, selecting the Training tab, and clicking on the blue Edit Training button. You may then type in the training code number (found in the upper right hand corner of your certificate of completion). It will remain unverified until we receive a copy of your certificate or an attendance sheet from the sponsor with your name on it. This is a great way for you to add training and make your Professional Development Record more complete because the ECP does not add any training completed before an individual was added to our database either through child care licensing or through application to The Registry.

Center Directors. . .Important Notes to YOU!

We appreciate your efforts to help all of your teachers become active on The Practitioner Registry. The Registry is designed for individual professionals working in the field of early care and education to be recognized for their professional development achievements and be named to a level of the Career Path.

Therefore, it is very important that each teacher signs in to obtain an account with us. They each need to use their personal email address so that they will receive important updates from us about their Registry status. **If you as the director sign them all in with your email address, we have no way of keeping in touch with them if they leave your program or move.** Some directors have shared their ideas with us of how to assist their staff:

- ❖ Request that each member of your staff sign in to the ECP website using their personal email address.
- ❖ If you want to help them complete the online application at work, ask them to bring their user name and password along with their diplomas, all college transcripts, and certificates to work so they could go through the online application process with you. Some programs are using the children's naptime to do this.
- ❖ Other programs have organized a staff meeting where everyone completes their application. Having laptop computers available at the meeting is helpful if you have a large staff.
- ❖ We are also available to help anyone—just call 1.800.213.6310 and someone will be happy to walk you through the online application. We understand the range of computer skills and do not want our online application to be a barrier to anyone's success at applying to The Registry!

Need Help Paying for College?

Are you enrolled for at least 6 college credits in early childhood education course work for Fall 2009? If so, be sure to download and complete the application for Higher Ed Merit Pay available at www.childcare.mt.gov to help defray the costs of your college education. The deadline is August 3, 2009 by 5:00 p.m. in the Helena Early Childhood Services Bureau office. You may receive \$750/semester when you submit your grades at the end of the semester, if:

- ❖ You are current on The Practitioner Registry by the time you complete your courses.
- ❖ Work a minimum of 15 hours/week in a state registered family or group child care home, licensed child care center, Head Start, Early Head Start, Tribal Head Start program, or in a Child Care Resource and Referral agency provider services role.
- ❖ Contact Lisa Murphy at the Early Childhood Services Bureau at 406.444.1400 for more information.

Montana has offered Merit Pay for individuals who complete 23 or 50 hours of approved training in a year, for completion of the 60 hour Infant Toddler Caregiver Certification course, and for Higher Education as described above. All of these programs have been developed to encourage early childhood professional development and have been administered by the Early Childhood Services Bureau in Helena. Starting in August for the next round of Merit Pay, the Early Childhood Project will be collaborating with the Bureau to make these awards available. You will receive application information from the ECP and will return your applications to us as well. Your actual incentive check will be processed through the Bureau. Infant Toddler Merit Pay will remain with the Bureau. They oversee the I/T certification training program. CONFUSED? Not sure where to turn for help? Call the ECP and we will point you in the right direction!

MSU Interns Rock!

The ECP has sponsored an intern from the Department of Health and Human Development in the past. Currently Erin Bell who is a Child Services major has been busy with us this summer. In the future she would like to work with low income, high-risk children. She looks forward to graduating in December of 2009. HOORAY!

Contact the ECP

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Welcome to Tiffany...

We are delighted to have very recently hired Tiffany Krushensky as our new, full-time Early Childhood Project Program Assistant. She graduated with a bachelor's degree in early childhood education from MSU in May! Many of you have spoken to Tiffany on the phone as she started out as a student intern with us last summer and worked for us part-time while she completed her degree.

Tiffany will be our main receptionist, forwarding calls to the appropriate person. She is very familiar with our new computer system and is available to assist people who are having difficulties signing in for an account with us or completing the online application for The Practitioner Registry. Tiffany is talented in preparing brochures, our quarterly News Sheet, and other materials. She is currently taking the lead in testing all of our new data reports about practitioners and training that are generated from our system. We will be making those reports available to our partner organizations soon. Tiffany was raised in Kalispell and has made Bozeman her home. . . lucky for us. . .please help us welcome her aboard!

***“To love what
you do and
feel that it
matters —
what could be
more fun?”***

Katherine Graham

Numbers...Numbers...Numbers!

We know that everyone has a lot of numbers associated with their life and the early childhood profession in Montana. Sometimes it seems that there are too many to remember!

Here are a few tips to follow when remembering which numbers are associated to the early childhood profession.

Your **PS#** is a person number that is assigned to you by child care licensing. The card that you receive in the mail from the ECP gives you your

PS#. Please use this number to sign into all approved trainings you attend

Your **PV#** is a provider or facility number that is also assigned by child care licensing.

Your **Registry ID#** is the number you receive in your email upon registering in our new system. You will use this number when signing in to view your Registry application or your Professional Development Record. You will also need the **password** you received in your email to sign in to access

these things.

We know that the password assigned to you is one that may be really hard to remember! Know that you are able to change it by logging in. Just click on the blue link below your email that says [change password](#).

If you have forgotten your password, visit the sign in page and click on the link [forgot your user id or password?](#) and enter in the required information to view your user ID and password.