

# Career Choices & Challenges

A News Sheet about Montana Early Care and Education Career Development

Montana State University

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## GOOD NEWS! Our whole new computer system is READY FOR YOU!

The changes to our system are exciting and will be a new way of doing business with us! All of our services related to The Practitioner Registry and Training Approval and Records are available through our new website at **www.mtecp.org**

Organizations who sponsor training events and individuals applying or renewing to The Practitioner Registry must set up an online account. Go to our homepage. **Organizations** must click on Training Approval, then on the NEW! green link. **Practitioners/Individuals** must click on Practitioner Registry, then on the NEW! green link at the top of the page.

Just fill out the required fields on the screens, to receive a User ID and Password. This information will be sent to you via email immediately if you register as an individual. Organizations will receive this information within 24 hours and usually sooner. **Be sure to write down your User ID and Password** so you will have them whenever you want to access your records.

### What Do You Want to Do?

#### Apply to The Practitioner Registry for the first time:

- Register for a new account as an individual (see above).
- Check your email for your User ID and Password.
- Go back to the NEW! green link on The Practitioner Registry page, and sign in.
- Complete the application. **Items with asterisks \* must be completed.**
- Click on Submit, when you have finished your application. Your application will then become locked.
- Check your email for a message from ECP that lists exactly what documents you need to send us.

***NEW! Our Career Path has been revised to record all college credits and degrees in any field. We will need copies of transcripts for all and any college coursework.***

#### Renew with The Practitioner Registry:

- Follow bullets 1-3 listed above.
- Review your registry information. You will be able to view previous registry information.
- If the year 1900 appears in your record, don't worry! We will be updating those records.
- Update your account as necessary.
- Click on Submit, when you have finished your application. Your application will then become locked.
- Check your email for a message from ECP that lists exactly what documents you need to send us.

***NEW! You may enter early childhood/school age employment experience in the new system.***

## How to Check your Professional Development/Training Record on the New ECP Website...

Go to [www.mtecp.org](http://www.mtecp.org)

Click on Publications and Reports

Read the NEW! paragraph in green

Click on the live link: [here \(in blue\)](#)

Find and click on Professional Development Record (previously referred to as Training Record)

Use a PS# or birth date (mmddyyyy) plus last five digits of social security number to access training records

**NEW! The Professional Development Record now includes additional information. Check it Out!**

**NEW! More reports from the ECP will be posted here. Stay Tuned!**

## Contact Us

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## What Do You Want to Do? Continued. . .

### Apply for Training Approval:

- Register for a new account as an organization. Please limit your organization to one User ID and Password, you may have several staff listed as contacts.
- Check your email for your User ID and Password Log.
- Go to the NEW! green link on Training Approval page, and sign in.
- Click on Training Events on left sidebar.
- Click on New Event to apply for approval of a new training .
- Click on a course title and hit Duplicate button for a previously approved training. Only training approved in the new system will appear. You will have the opportunity to change specific fields to duplicate an event. *If you need to change other fields, submit a new event application.*
- Click on Submit and ECP staff will then review your application.
- Check your submitted training events regularly to see if the status has changed to "approved".
- Print copies of the Attendance Sheet, Certificate, and Sample Evaluation Form by clicking on the course title after approval.

**NEW! For events of 10 hours or more, you may now choose multiple Knowledge Base content areas in increments of no less than 2 hours. A longer event may still just focus on one Knowledge Base content area, if you so choose. For all events under 10 hours, you must select one Knowledge Base content area.**

**NEW! We are asking for some new information about events. We still ask you to identify your learning objectives in the first box which is required and you may also write a description of the event in the Additional Information box underneath your objectives. Both will be shown on the Statewide Training Calendar.**



### **DID YOU GET STUCK? DO YOU NEED HELP?**

Be sure to give us a call, we are ready and willing to walk you through the new site.

There are other cool, new features so feel free to explore and we will continue to update you on how it all works!



Montana Early Childhood Project



Montana DESE  
Child Care & Development Fund