## How to apply for PDIA for Infant/Toddler and Preschool Course completion

Log into your Registry account and navigate to the "Incentives and Awards" tab.

Online Application		Back to Search
#		
How long doe	es it take to process an application?	
We are currently proces	sing materials received Tuesday, July 14, 2020	
Account Practitioner Registry Account Status Reports	$\frown$	
Summary Personal Education Employment Training Profession	nal Incentives and Awards	
Welcome,		Registry ID
Your certificate is current.		Practitioner Registry Level 8 Certification
Renew My Registry Membership	0	
Become a Professional Development Specialist (PDS)/Trainer Must be at least a Level 4 on Career Path	0	
Apply for the Montana Directors Credential Must be at least a Level 4 on the Career Path	0	
Become a Technical Assistance Specialist Must be employed by a CCR&R	٥	
Apply for the Family Support Specialist Certification. Must be employed by a Part C/Montana Milestones Provider	Ø	

## Once you navigate into the Incentives and Awards section, select "Start Application"

Account	Practitione	r Registry	Account Status	Reports			
Summary	Personal	Education	Employment	Training	Professional	Incentives and Awards	
	ives and		rds Eligibility				
Registry St		warus	Liigiointy	Activ	e		
Career Lev	/el				8 Certification		
Eligibility S	Status			Ne by on	W 05/02/16		Vpdate Status Start Application
Emplo	oyer						Select Position
Employ	ver			-			
Position	n			-			
	oer Week vment Date						

## Please select the incentive type that you are applying for and then select "continue".

ſ

☑ Application Type	$\times$
Select an award: Professional Development Incentive Award GED/HiSet Award Infant/Toddler Course Completion Award Pre-School Course Completion Award	
Continue	Cancel

## Complete your application by reviewing/updating your Personal information, Employment Information, and course information.

Infant/Toddler Course Completion Award		• Eligibility Rules
All portions of the application must be reviewed and confirmed in order to submit.		
Personal Information	A review	Review
Review and update personal information such as contact information.		
Employment	A review	Review
Review and update employment information within your profile.	1 review	Review
Infant/Toddler Course Completion Award Information	🛕 incomplete	Review
Provide information about the coursework you have taken.		$\cup$
		Submit Application

### Personal Information

Personal information comes directly from your profile. Click "Manage" to update your Personal information.

## Employment History

The employment history below comes directly from your profile. Click "Manage" to update your employment information.





#### Infant/Toddler Course Completion Award

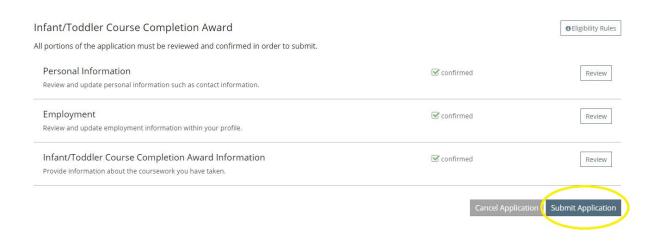
ECP will verify you've completed the Certified Infant Toddler Caregiver Course (CITC) (60 hours) or the Certified Preschool Teacher Course (CPTC) (60 hours). After you submit, you will need to mail a competed W-9 Form to the Early Childhood Project (P.O. Box 173540, Bozeman, MT 59717). A W-9 Form can be found by clicking the link https://www.irs.gov/pub/irs-pdf/fw9.pdf [irs.gov]

#### Program/Certificate





# Once you have confirmed all required sections, select "submit application".



## Please review the Incentives and Awards Terms and Conditions to continue. Your application is now submitted.

f you are	applying for the Practitioner Registry Award (GED/HiSet):	
• Lat	test I have a current Practitioner Registry Certificate at the time of application.	
	test I joined the Practitioner Registry at Membership status and completed my high school equivalency (HiSET	
	GED) after October 1, 2018.	
	rtify all information on my Practitioner Registry Award application is true and correct.	
	derstand this award is contingent on funding and can be discontinued at any time.	
• Iun	derstand the timeline to receive payment will be 6-8 weeks after approval of award.	
f you are	applying for the Professional Development Incentive Award:	
• Lat	test I have a current Practitioner Registry Certificate at the time of application.	
• Lat	test that I am seeking a Credential, Certificate, or Degree in Early Childhood Education that leads to a level 3 or	
<u> </u>	her on the Montana Practitioner Registry.	
	test that I work a minimum of 15 hours per week in one of the following:	
	1. State Registered Group or Family Child Care Home	
	2. State Licensed Child Care Program	
	3. Montana Head Start or Tribal Head Start	



# Application Submitted

Your application was successfully submitted.



After you submit your application, you will need to mail a completed W-9 form to The Early Childhood Project (PO BOX 173540, Bozeman, MT 59717)

If you have any questions, please contact The Montana Early Childhood Project at ecp@montana.edu.