How to Apply for the Professional Development Incentive Award or GED/HiSet Award

Step 1: Log into your Practitioner Registry Account at www.mtecp.org

Step 2: Click on the **INCENTIVES AND AWARDS** tab

Step 3: Click on the **START APPLICATION**

My Personal Profile

> **How long does it take to process an application?**
> We are currently processing materials received Thursday, April 25, 2019

| Summary | Personal | Education | Employment | Training | Professional | Incentives and Awards | Reports |

Incentives and Awards

The Professional Development Incentive Award has been developed with the goal of improving the quality of early care and education for young children and families, by promoting early childhood education coursework, college certificate, and degree attainment. PDIA-HE participants may receive $1000 for completion of a minimum of 6 early childhood credits or $400 for completion of 2-5 early childhood credits completed.

The Practitioner Registry Award for Achivement of GED or HiSet awards $200 for completion of a GED or HiSet after October 1, 2018.

Start Application

Step 4: Select the award you wish to apply for then click **CONTINUE.**

☑ Application Type   ✕

Select an award:

- ○ **Professional Development Incentive Award**
- ○ **GED/HiSet Award**

| Continue | Cancel |

Step 5: Review and confirm all portions of the application by clicking **REVIEW**.

Note: If you are applying for the GED/HiSet Award you will not be asked to provide employment information.

Professional Development Incentive Award

All portions of the application must be reviewed and confirmed in order to submit.

Personal Information   ⚠ review   Review

Review and update personal information such as contact information.

Confirm your information is correct by Clicking **CONFIRM.**

If you need to edit your information, you can do so by clicking **MANAGE** in the top right corner of the page.

Personal Information

Click **MANAGE** to edit your information   Manage

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

Contact Information

Home Address

Mailing Address

| Confirm | Close |

Once your personal information is confirmed click **OK**.

✓

Employment Information Confirmed

Employment information can still be edited if needed.

OK

Step 6: Review and complete Award Information by clicking **REVIEW**.

Note: After you submit your application, you will be required to mail a completed W-9 Form (can be found on https://www.irs.gov/pub/irs-pdf/fw9.pdf) to: ECP/MSU P.O. Box 173540, Bozeman, MT 59717.

Professional Development Incentive Award Information Provide information about the coursework you have taken.	⚠ incomplete	Review

Fill out application information and upload all supporting documentation by clicking **+FILE**, then click **SAVE & CONFIRM**.

Professional Development Incentive Award

Institution

Montana State University

ⓘ Begin entering the institution name to select an institution

Program/Certificate

Program taking coursework in

Bachelor's Degree ⌄

Month and year coursework was completed

January 2020

Incentive Award Documentation

Required Documentation

Copies of most recent transcripts must be submitted with your application. Transcripts must include the name of institution, individual name, major and minor, if applicable, and completion grades for semester/quarter hours. After you submit your application, you will be required to mail a completed W-9 Form (can be found on https://www.irs.gov/pub/irs-pdf/fw9.pdf) to the Early Childhood Project.

Click **+File** to upload documentation   + File

📄 Capture3.PNG
📅 Uploaded 05/14/2020 / 👤 By Joe Smith / 📄 Size 108.85 KB / File Type PDIA Transcript

The following file types are accepted:

.doc,.docx,.xls,.xlsx,.xlsm,.pdf,.rtf,.jpg,.png,.jpeg,.jpg

Save & Confirm	Close

Click **OK**

Step 7: Submit application by clicking **SUBMIT APPLICATION**.

Step 8: Agree to Incentives and Awards Terms and Conditions then click **CONTINUE**.

Step 9: Submit your application by clicking **YES**.

?

Submit Application?

Once submitted, the application will no longer be available.

No	Yes

You will receive confirmation your application has been submitted successfully.

✓

Success

Your application was successfully submitted.

OK

You can view the status of your application in the Incentives and Awards portion of your profile.

My Personal Profile

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Start Application

Applications

Application Status	Scholarship Type	Provider	Application Date	Career Advisor	
Submitted 05/15/20	PDIA	Montana State University	05/15/20	--	Details