

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**

The screenshot shows a web interface titled "My Personal Profile". At the top, there is a green box with the text: "How long does it take to process an application? We are currently processing materials received Thursday, April 25, 2019". Below this is a horizontal navigation bar with tabs: Summary, Personal, Education, Employment, Training, Professional, Incentives and Awards (highlighted with a red box), and Reports. Under the "Incentives and Awards" tab, there is a section titled "Incentives and Awards" with two paragraphs of text. The first paragraph describes the Professional Development Incentive Award, and the second paragraph describes the Practitioner Registry Award for Achievement of GED or HiSet. At the bottom right of the page, there is a button labeled "Start Application" which is highlighted with a red box.

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

The screenshot shows a dialog box titled "Application Type" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Select an award:" with two radio button options: "Professional Development Incentive Award" and "GED/HiSet Award". At the bottom of the dialog, there are two buttons: "Continue" (highlighted with a red box) and "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 [Eligibility Rules](#)

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

1234 Main St, Seattle, WA 98101

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 incomplete Review
Provide information about the coursework you have taken.

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
Download Delete

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,.xslm,.pdf,.rtf,.jpg,.png,.jpeg,.jpe

Save & ConfirmClose

Click **OK**



Professional Development Incentive Award Information Confirmed

Professional Development Incentive Award information can still be edited if needed.

OK

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

Incentive Award Application

[Eligibility Rules](#)

Professional Development Incentive Award

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

Personal Information <small>Review and update personal information such as contact information.</small>	<input checked="" type="checkbox"/> confirmed	Review
Employment <small>Review and update employment information within your profile.</small>	<input checked="" type="checkbox"/> confirmed	Review
Professional Development Incentive Award Information <small>Provide information about the coursework you have taken.</small>	<input checked="" type="checkbox"/> confirmed	Review

Cancel Application **Submit Application**

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

Incentives and Awards Terms and Conditions ×

You must agree to the following terms and conditions to submit this application.

TBD

I agree to all of the above

Continue

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



Submit Application?

Once submitted, the application will no longer be available.

You will receive confirmation your application has been submitted successfully.



Success

Your application was successfully submitted.

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

My Personal Profile

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

SummaryPersonalEducationEmploymentTrainingProfessionalIncentives and AwardsReports

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 Achievement of GED or HiSet awards \$200 for completion of a GED or HiSet after October 1, 2018.

Applications

<u>Application Status</u>	<u>Scholarship Type</u>	<u>Provider</u>	<u>Application Date</u>	<u>Career Advisor</u>	
Submitted 05/15/20	PDIA	Montana State University	05/15/20	--	<input type="button" value="Details"/>

