How to Apply to The Montana Early Care and Education Practitioner Registry

**Step 1: Create a Log In ID and Password**
When applying to The Practitioner Registry for the first time, register as an Individual.

*If you already have an ID and Password and know it, skip to page 3
If you have an ID and Password but do not remember it, click on Forgot user id or password? below.

*All information in the application process with an asterisk is required information

Click here
Fill out the below information, be sure to use the last 5 of Social Security Number (SSN).

If you have a PS# and work at a state licensed or registered program the system will recognize you and your screen will look like the screen shot below with your information listed.

Fill out the information requested: Email address, select security question and security question answer.

Click Create Account and your ID and Password will be emailed to the email you provided.

If you have successfully created an account you will see the message below, check your email for your ID and Password.

Be sure to check your junk mail if the email is not in your inbox.
Go back to the home page and click on Log In. Enter in the information provided to you in the email and click Sign In.

After logging in you will see your summary screen, here is where you will start the application process.
**STEP 2: Online Application**

Click here to start the process and click Apply. To learn more about PDS and Director Credential click the ‘?’. 

![Online Application Screen]

Click here to start application interview.

**Registry Interview**

Provide CURRENT information on the application to obtain a Registry Certificate for the first time or to remain current by renewing. As you move through each step, the information you enter will be saved. If you are unable to complete the entire application now, you may come back and complete it later.

![Registry Interview Interface]

Start Interview
Begin by updating all information on the Personal Section of the application. A current email address is essential because this is how the ECP sends reminders and updates about individuals accounts.

Fill in all information with asterisks (*).

Click Save and Continue to the next section of the application.
Fill out all information that applies to you by clicking on the drop down box and selecting the item, as shown below and enter all required information for the item.

Click Continue.
Example for selecting education items:

**Step 1:**

![Image of selection screen]

**Step 2:**

![Image of education form]

Enter in the dates as mm/dd/yyyy (10/12/2017)

**Step 3:**

Upload your information
Click here to select your files and upload. Save and Close.
Add Employment to enter you current and past employment.

![Image of Employment History form]

Search your program by choosing one of the three options that fit your employment.

### Select Employer Type

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Education</th>
<th>Employment History</th>
<th>Training</th>
<th>Record</th>
<th>Professional Membership/Contributions</th>
<th>Submit Application</th>
</tr>
</thead>
</table>

Select the option that best describes your employer:

- **Select**: Montana Regulated Child Care  
  Licensed/Registered by the state of Montana

- **Select**: Montana Non-Licensed/Registered  
  Montana programs not regulated by child care licensing and out-of-state programs

- **Select**: Training or Local/State Agency  
  Early care and education support agencies

[Return to Employment List]

**Example 1:**
Select Montana Regulated Child Care.

Search one of the ways below.

![Image of Search form]

Use your license number to quickly find your employer.

- Employer Name:
- Lic:
- PWR:
- Head Start Grantee:
- Tribal License:
- School District Program:
- Organization ID:

[Search][Start Over]
If your program is found, it will come up in a list on your screen, click the name of the program to select.

<table>
<thead>
<tr>
<th>Organization ID</th>
<th>Name</th>
<th>Address</th>
<th>License</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>10030</td>
<td>Little People’s Academy</td>
<td>15522 West Beulah, Butte, MT 59701</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>10067</td>
<td>Little People’s Learning Center</td>
<td>P.O. Box 206,</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>10010</td>
<td>Ojibwe Cultural Center</td>
<td>2361 W Chestnut, Butte, MT 59701</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>10090</td>
<td>Brandy Pharr’s, Little People’s Preschool</td>
<td>217 West River Road, Butte, MT 59701</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>10090</td>
<td>Little People’s Preschool</td>
<td>217 West River Road, Butte, MT 59701</td>
<td>N/A</td>
<td>N/A</td>
</tr>
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</tr>
</tbody>
</table>

Enter your position information and click Save.
Example 2:
Select Montana Non-Licensed/Registered
Enter all required information about your employment, click Save and Continue.

Enter all position information and Save.
Example 3:
Select Training or Local/State Agency
Search one of the three ways below, click Search.

Select your employer from the list that appears by clicking on the name of the agency.
Enter all required position information, upload your employment verification form, click Save.

Click Return to Employment when done entering all employment information.
Click Continue

If you choose to enter no employment you will view this message. Choose I have no relevant employment history or click Add Employment to add your employment information.
View your training record, if there are trainings that have ECP approval codes you may add them here, you will need to provide us with certificates to be verified. Click Continue.

Add any Professional Membership and/or Professional Contributions by using the drop down box and selecting what applies to you. Click Save and Continue.

Note: If you forgot to add any information you may click Previous Step and back up to any page and add additional information.
You are now ready to submit your application, read all information provided and click Submit Application.

You may pay online by clicking here or you may send a check or money order with your documentation.
STEP 3: Verify your Application Information

If you did not upload your documentation – Email all documents to ECP!!!

Note: All initial applications MUST email or upload in documentation to verify.

You will receive an email requesting documentation to complete your application.

Once we receive your documentation, we will review the information you provided us and if it is all complete we will place you at a level and send you a certificate.

If your information is incomplete we will email you at the email address you provided requesting additional information.

Thank You!