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

**Step 1: Go to [www.mtecp.org](http://www.mtecp.org) and click Log In**

**Step 2: Create an account**
When applying to The Practitioner Registry for the first time, create a new account.

*If you have already created an account and know your password, skip to Step 3 on page 8.*

*If you have an account but do not remember your password, click on “Forgot Password?”*. You will be sent an email to reset your password.
Enter your name and email address to create your new account.

Create Your Insight Account

Please enter the required info below to begin creating your secure account.

First Name
Enter First Name

Middle Name
Enter Middle Name

Last Name
Enter Last Name

Email Address
Enter Email Address

Create Account
Once you click "Create Account", an email will be sent to the email address you provided to verify your email address.

Check your email, open the email you receive, and click the "Verify Email" button in the email. Be sure to check your junk mail if the email is not in your inbox.
Now you will need to create a password for your new account. Note the password requirements.

Once your password is saved, then you will need to log in by reentering your email and password.
If you have a PS# and work at a state licensed or registered program the system will recognize your information and connect you with your previous profile.
If a previous account is not found, you will see the screen below. Fill out the information requested to set up your new profile.

Choose your communication preferences.
Read and accept the Terms of Use.

Now you have successfully created your profile. **Note this does NOT mean you have applied to the Practitioner Registry yet.**
**Step 3: Practitioner Registry application**

When you first log into your application, you will see the screen below. Check Become a Participant, and then click Apply to start the process. To learn more about PDS or Director Credential click the ‘?’.

Collect required documentation and click Start Interview to begin the application process.
Enter the requested information in the Personal Information section.

Complete all applicable information in the Education section. Click Edit or Add New to add new information. Enter your high school graduation date, and college information if you have completed any college classes. Enter First Aid/CPR information and any other relevant certifications. You will need to upload supporting documentation for all applicable information. See the Upload Document User Guide for more detailed instructions on uploading documents.
The red file boxes will turn green once you have uploaded documents. **Please double check that you have successfully uploaded all required documentation.**
It is required to enter current employment information, and optional to add previous employment information. **You will need to complete and upload the Employment Verification Form for your current employment.** A separate form will be required for each position you hold if you work multiple positions or at multiple programs. Add an employment record by clicking Add Position.

You can search for your employer by selecting the appropriate option below.
Searching by PV# is the easiest option for licensed or registered programs. Search with the correct format with PV and then the number, for example PV12345. Scroll down to see search results and choose your program if it is found.

Continue through the Training Record and Professional Membership sections. See the Individual Request for Training Approval User Guide if you need to enter other training to your Training Record. It is option to add professional membership information to your Registry profile. **Be sure to click Submit Application at the end of the application process.**
Once you have successfully submitted your application, you will see the page below and receive a confirmation email.

If you have uploaded all required documentation, you can click “I have no documentation to submit” to expedite the application review process. Your application cannot be processed until you have submitted all required documentation.
Step 4: Check email and Staff Notes regularly

Please check your email and Staff Notes in your account regularly for communication from the Early Childhood Project. Staff Notes can be found by scrolling down to the bottom of your Summary tab on your profile. You can contact the Early Childhood Project with questions at any time by emailing ecp@montana.edu or clicking the Support button found on our website and within your application.