



# ECP 101: Navigating the Early Childhood Registry with Confidence



*We support professionals who make a difference in the lives of*



## About the Early Childhood Project

- 1985: ECP was born at MSU in Health and Human Development with a grant from the Northwest Area Foundation.
- 1995: ECP Facilitates the creation and implementation of a state plan for early care and education career development – Registry.
- Located within the Department of Human Development and Community Health at Montana State University.
- The focus of the Early Childhood Project is to serve as the statewide entity for early childhood professional development and workforce initiatives. Maintaining and updating a professional development framework for
- The Early Childhood Project is in Bozeman but serves statewide and employs eight dedicated individuals committed to the ECP Mission and goals



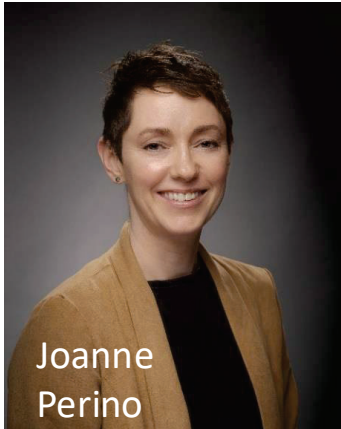
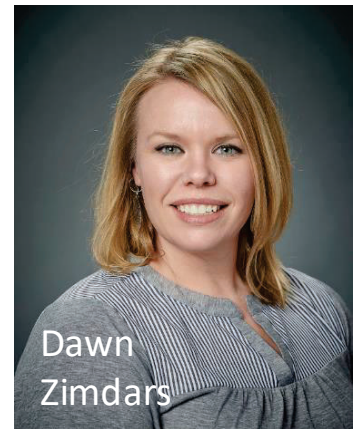
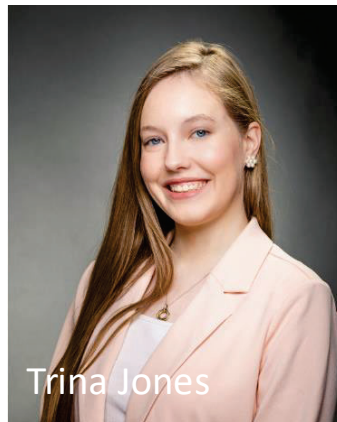
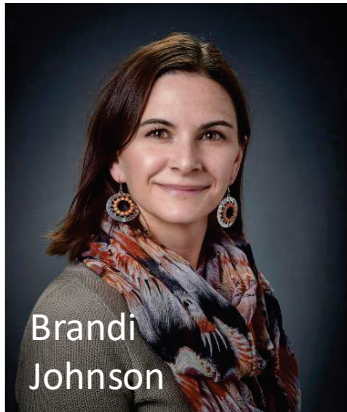


# Parts and Pieces of the Professional Development System in MT





# ECP Staff





# CONTACT US

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# Apprenticeship & Incentives



## Earn while you learn.

The Montana Early Childhood Project and the Montana Department of Labor & Industry work in collaboration to offer the Montana Early Childhood Apprenticeship Program (MECAP). This a Registered Apprenticeship Program recognized by state and Federal agencies. The program supports the early care and education workforce to gain valuable higher education knowledge while applying skills through on-the-job experiences. Five Montana colleges and universities offer the Required Technical Instruction (RTI) courses applicable to the MECAP program. MECAP is a Hybrid program with RTI (college course work) and on-the-job training being completed. Apprentices, Mentors, and Sponsors are eligible for financial incentives. Upon successful completion of their apprenticeship, one earns a Child Development Specialist Certification from the Department of Labor & Industry.





**Certified CDA Pre-Apprenticeship:** The Certified Pre-Apprenticeship CDA program was created in collaboration with Department of Labor & Industry, Early Childhood Services Bureau, Montana Early Childhood Project, and Childcaretraining.org. The program supports the development of skills needed to provide high-quality care and education while supporting retainment in the ECE field. The student (apprentice) is supported by a mentor to help apply new skills to every day practices. Mentors have access to resources and training to improve their leadership skills while they work to mentor their apprentice. After the training and on-the-job experience is complete, the apprentice is supported by their mentor to complete their CDA certification.







# ECP Statewide Training Calendar


- The [Statewide Training Calendar](#) is available to all registry users to help search for approved trainings in your area. These trainings count towards the 16-hour annual requirement.
- Our statewide calendar is comprised of training from multiple different Montana agencies and some national agencies. These trainings cover various early childhood related topics, are led by experienced trainers, and address knowledge base and CDA content areas.
- The filter feature is extremely helpful for you and your staff to find training to fit your exact needs. 

 Filter Training



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 Training Content 



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Training Type 



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 Training Fee 


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 Training Hours 


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 Training Days 

---

Ages Addressed 

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 Reset



## Training Registration within Org Profiles

- You can register yourself or your staff for training events within your organization profile with ease.
- Select “search training events” and find a training you want to register for. You will see two options in the registration window:

Register Myself

Register Staff

- If you choose “register staff” your staff list will appear, and you can select on multiple staff members to register all at once. No individual registration needed.
- Individual training request form for ECP non approved trainings
  - National conferences



# Organization Profiles

Organization Profiles are a great resources to help manage your center and employees on the Registry.

Features of Org. Profiles:

- ❖ Invite, update, and verify employee’s employment
- ❖ Manage Org. access
- ❖ Classroom and Enrollment information
- ❖ Pull reports from the Facility Staff List:
  - ❖ Professional Development Record
  - ❖ Training Hour Requirements



Training After: 9/8/2025 Training Before: 9/8/2025

1 of 1 Find | Next

### Facility Staff Report

<b>Program Name</b>	Tabitha's Tots	<b>Contact</b>	
	2066 Stadium Dr	<b>Phone</b>	(201) 555-8789
	Bozeman MT 59715	<b>County</b>	Gallatin

**Current Staff**

Click on 'Registry ID' or 'Name' below to view Professional Development Record. Click on 'Membership Status' to view training requirements.

Registry ID	Name	Position	Employment Start Date	Employment Verification	Career Path Level	Membership Status	Expiration Date	Last Submit
70659	<a href="#">Horton, Tabitha</a>	Director and Owner	01/01/2020	Verified by Program			03/31/2026	03/25/2025
70659	<a href="#">Horton, Tabitha</a>	Other	06/01/2024	Pending			03/31/2026	
70660	<a href="#">Saran, Beta</a>	Professional Development Specialist/Trainer	01/01/2020	Verified by Program				
70660	<a href="#">Saran, Beta</a>	Early Childhood Teacher	01/01/2020	Pending				
70656	<a href="#">Tost, Tabitha</a>	Early Childhood Assistant Teacher	01/01/2020	Verified by Program				

Current Staff Count: 3

This report shows all staff with a Registry employment record at the requested facility. Please note that it takes time to process individual Practitioner Registry applications and processing time may vary over time. Individuals and organizations can access and update their Registry accounts at [www.mtccp.org](http://www.mtccp.org) or submit questions to [ecp@montana.edu](mailto:ecp@montana.edu).

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## Employment Verification

- Employment now verified by employer through Org. account.
- Once employment is verified it cannot be changed or edited in your profile, must be done by employer through center's org account.
- You can change if it is primary employment, wage info, and add an end date.
- If an employee end dates a position employer will be notified via email.
- If changing role/position type, end date the previous position and send them a new invite for their new role.
- Once your employment is verified, you will need to resubmit your application as it does not automatically resubmit upon verification.
- You can still enter employment manually for out of state/previous employment. But documentation will be needed for verification. (Pay stubs, W2s, official letter from previous employer)



# New and Future ECP Updates

- **Badging:**

- Highlights expertise in specialized topics
- Slowly rolling our longevity badges
- Certificate shows last 5 earned
- PDR lists all badges earned
- Can submit a formal badge request using our form found on our website under resources
  - Trainings have to be publicly available on the ECP Training Calendar
  - Must total at least 16 hours
  - Badges approved via committee that meets on an as needed basis

- **Upcoming Projects:**

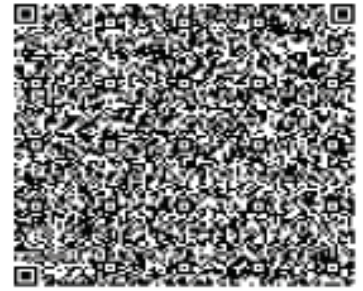
- Training Hour Card will be updated from calendar year to individual renewal year, to mimic training hour report (must be current).
- Badging Report- New report for director/admin to view employees and badges earned. Will show Registry ID, name, badge name, and date earned.
- Development for School Age Program employees to be distinguished on the registry, per new licensing rule package.
- Career Workbook coming soon!



## ECP/Registry App for Apple and Android:

- Uploading documents are much easier as you can now take pictures, select files, etc. from your mobile devise and upload immediately.
- Can submit applications, sign up for trainings, and more!

Google Play



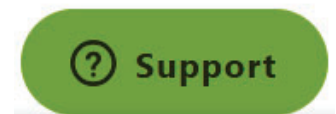
Apple





# System Support Services

- New World
- Technical Assistance
- Zendesk



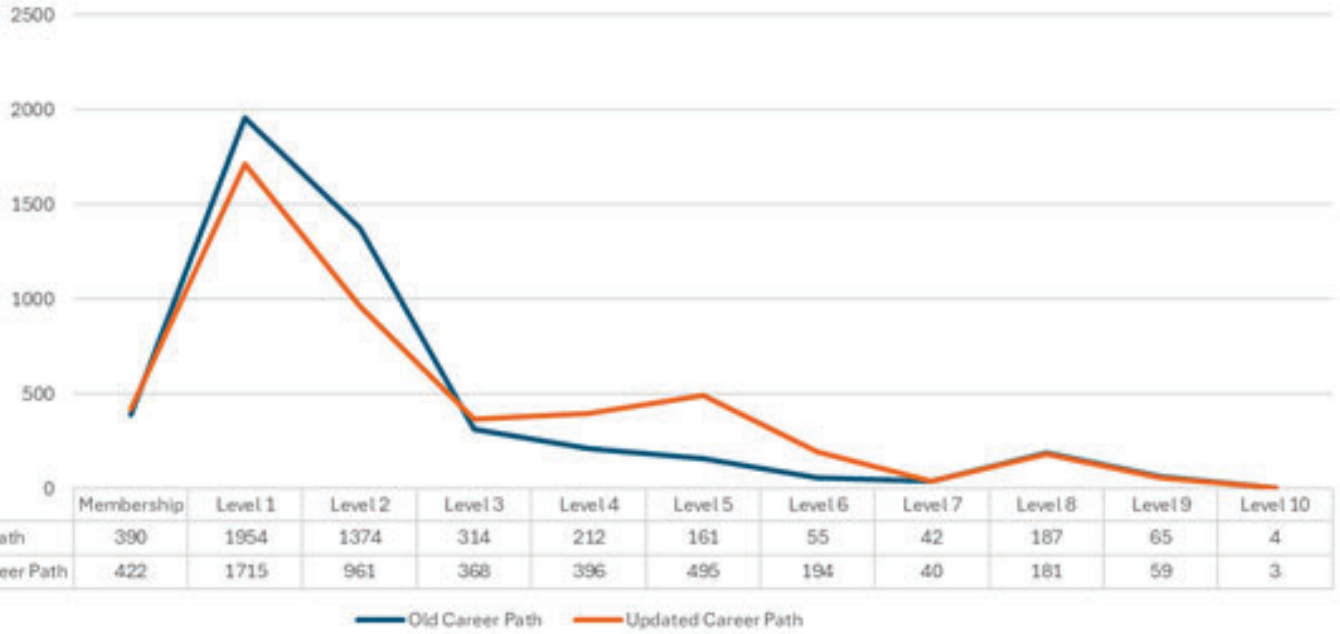


# Career Path

<https://mtecp.org/media/objlps1/career-path-2024.pdf>

<b>Membership</b>	<ul style="list-style-type: none"> <li>• Currently in high school or enrolled in HiSET/GED program AND currently working in Early Childhood (EC) setting <b>OR</b></li> <li>• Have not obtained high school diploma/GED/HiSET AND currently working in Early Childhood setting</li> </ul>		
<b>Level 1</b>	<ul style="list-style-type: none"> <li>• High school Diploma/GED/HiSET and currently working in EC setting</li> </ul>	<b>Level 5</b>	<ul style="list-style-type: none"> <li>• Associate's degree with at least 20 credit hours in EC plus 1000 hours working in EC setting <b>OR</b></li> <li>• One year 30 credit certificate in EC plus 1000 hours working in EC setting <b>OR</b></li> <li>• Bachelor's degree with 12+ EC credits plus 1000 hours working in EC setting <b>OR</b></li> <li>• High School with 160 training hours plus 20000 (10 years fulltime) hours employment in EC setting</li> </ul>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• High school, GED, or HiSET and 60 hours of training plus 480 hours (3 months fulltime) employment in EC setting <b>OR</b></li> <li>• Some college with 6 EC credits, 480 hours employment in EC setting <b>OR</b></li> <li>• Associate's degree or higher with non EC major with 480 hours employment in EC setting</li> </ul>	<b>Level 6</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree with at least 20 credit hours in EC plus 1000 hours working in EC setting <b>OR</b></li> <li>• Associate's degree in ECE plus 1000 hours working in EC setting</li> </ul>
<b>Level 3</b>	<ul style="list-style-type: none"> <li>• Current national Child Development Associate (CDA) credential with 1000 hours (6 months fulltime) employment in EC setting <b>OR</b></li> <li>• Current National Association for Family Child Care (NAFCC) and 120 hours of training with 1000 hours employment in EC setting <b>OR</b></li> <li>• Some college plus at least 12 EC credits and 1000 hours employment in EC setting <b>OR</b></li> <li>• Degree with non EC major with no EC credits, 2000 hours (1 year fulltime) employment in EC setting <b>OR</b></li> <li>• Montessori Accreditation Council for Teacher Education (MACTE) with no degree and 1000 hours employment in EC setting <b>OR</b></li> <li>• High school with 120 training hours, 8000 hours (4 years fulltime) employment in EC setting</li> </ul>	<b>Level 7</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree with Associate's in ECE plus 1000 hours working in EC setting <b>OR</b></li> <li>• Bachelor's with minor in ECE plus 1000 hours working in EC setting</li> </ul>
<b>Level 4</b>	<ul style="list-style-type: none"> <li>• Current national CDA credential and 20+ EC credits plus 1000 hours employment in EC setting <b>OR</b></li> <li>• Current Montana Childcare Development Specialist Apprenticeship Certificate (college courses required) <b>OR</b></li> <li>• Degree with non EC major, 6 EC credits or 120 hours on training record, 2000 hours (1 year fulltime) employment in EC setting <b>OR</b></li> <li>• High School with 120 hours on training record, 10000 hours (5 years fulltime) employment in EC setting <b>OR</b></li> <li>• MACTE with degree plus 1000 hours employment in EC setting</li> </ul>	<b>Level 8</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in ECE plus 1000 hours working in EC setting <b>OR</b></li> <li>• Bachelor's degree in Education with P-3 endorsement plus 1000 hours working in EC setting</li> </ul>
		<b>Level 9</b>	<ul style="list-style-type: none"> <li>• Master's degree in ECE plus 1000 hours working in EC setting <b>OR</b></li> <li>• Master's degree in related field with at least 20 credit hours in EC plus 1000 hours working in EC setting</li> </ul>
		<b>Level 10</b>	<ul style="list-style-type: none"> <li>• Doctorate in ECE plus 1000 hours working in EC setting <b>OR</b></li> <li>• Doctorate in related field with at least 20 credit hours in EC plus 1000 hours working in EC setting</li> </ul>

Practitioner Registry Distribution



	Membership	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10
<b>Old Career Path</b>	390	1954	1374	314	212	161	55	42	187	65	4
<b>Updated Career Path</b>	422	1715	961	368	396	495	194	40	181	59	3
<b>Change in Counts</b>	32	-239	-413	54	184	334	139	-2	-6	-6	-1



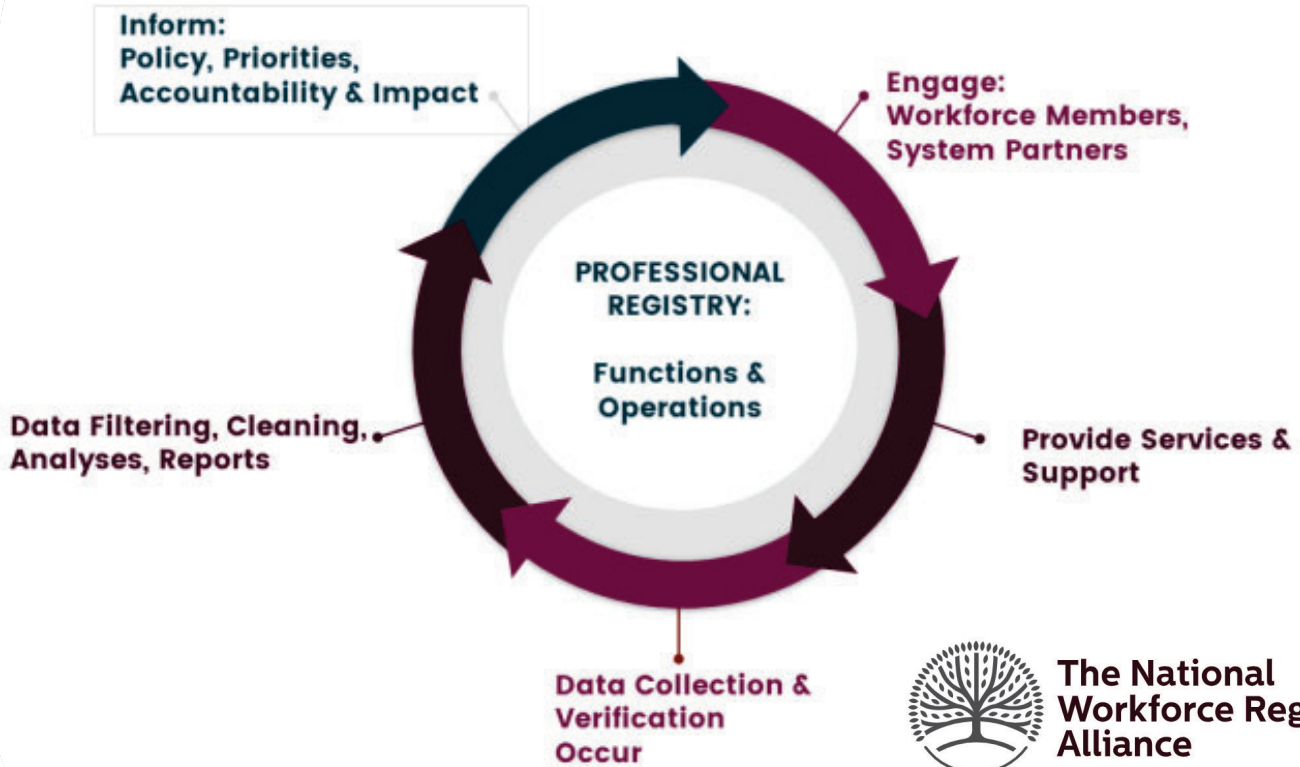
# Data housed by ECP

- Member Data
  - Education
  - Training
  - Career Level
  - Demographics
  - Employment Records
- Organization Data
  - Location
  - Capacity
  - Program Type  
(group/home/center, etc)
  - Employee Records
  - Training Records



**The National  
Workforce Registry  
Alliance**

## ECE Professional Registry Workforce Data Lifecycle



**The National  
Workforce Registry  
Alliance**



# Reports

- Quarterly Data Reports
- Custom Data Reports
- Scheduled Data Reports
- National Data Pulls
- National Workforce Registry Alliance

Current PR Levels	Count
Membership	541
Level 1	1,866
Level 2	818
Level 3	358
Level 4	540
Level 5	687
Level 6	192
Level 7	40
Level 8	179
Level 9	72
Level 10	4
Total	5,297

Training Events	Approved	Individual Request	Cancelled	Denied	Total
Q1	217	533	16	7	773
Q2	214	592	8	5	819
Q3	163	523	13	2	701
Q4					
Total	217	533	16	7	773

Approved Training Event Type	In-Person	Distance	Total
Q1	111	106	217
Q2	106	108	214
Q3	91	72	163
Q4			
Total	308	286	594

Approved Training Event Level	Beginning	Intermediate	Advanced	Total
Q1	127	70	20	217
Q2	114	79	21	214
Q3	71	64	28	163
Q4				
Total	312	70	20	217



# Questions



How Can We Help?



Please reach out if you have any questions!

## Montana Early Childhood Project

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Bozeman, MT 59717-3540

**Main Line: 406.404.1624**

**Toll Free: 800.213.6310**

**[ecp@montana.edu](mailto:ecp@montana.edu)**

**[www.mtecp.org](http://www.mtecp.org)**



# Thank you!

We appreciate what you do, and we look forward to continuing to build a partnership with you.

