

NEW Early Childhood Teacher Orientation

Includes Lead Teacher, Assistant Teacher, and Substitute Teacher

New Employee Paperwork *Pre-Service / before starting in the facility*

- New Hire Packet submitted to Child Care Licensing
 - Staff must submit the New Hire Packet PRIOR to having FBI Fingerprint background checks sent to CCL. **Fingerprints CANNOT be accepted by CCL without this!**

Once Licensing receives the documentation they will review and if complete, assign a PS#; Background and FBI check will be reviewed. **Individuals may not start until a cleared FBI check is received.**



On-the-Job Facility Overview Training & ECP membership *Completed within 30 days of hire*

- Provided by employer (requirements and template provided)
- Employee and Employer must verify completion in writing
- Practitioner Registry Application submitted *



Pre-service Training *To be completed prior to caring for children, or under supervision of a teacher. Completed within the first 30 days of hire.*

- **Infant, Child, and Adult CPR & Pediatric First Aid Certification** – **Must Upload to ECP Account**
- Infant Safety Essentials – 2 hours online **



Health and Safety Required Professional Development *Completed within 90 days of hire*

- New Staff Health & Safety Orientation – 6 hours online
- Together We Grow – 3 hours online
- Early Childhood Essentials – 3 hours online

* Substitute and School Age Exception ** School Age Care Exception

Orientation Training Website: www.childcaretraining.org

Early Childhood Project/Statewide Training Calendar: www.mtecp.org

Child Care Licensing: www.dphhs.mt.gov/ecfsd/childcare/childcarelicensing

03/08/2022