FINALLY, they are here!!
Rule changes are effective February 12, 2018:

There are many changes and a lot to learn! Please note CCL will allow some time for facilities to learn and come into compliance with new rules.

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ARM 37.95.126 (NEW RULE I) EMERGENCY DISASTER AND ACTION PLANS
Are you ready? Do you have an emergency supply kit for the children in your care?
Do you have an emergency disaster plan that includes shelter in place and lock-down?
Throughout the next year, the department will be working with resource agencies to help train and prepare all child care facilities for many types of emergencies.
New rules include:
- At least 2 non-fire emergency drills in addition to 8 fire drills.
- Written non-fire emergency action plans
- Emergency supplies

More information will be posted to our website in the coming weeks @ www.dphhs.mt.gov/qad.
New role types will be added to the data systems over the next few months. You will continue to see the old role types on your staff lists and approval letters until the system changes are complete. Please note that this list does not include all role types.*

**Early Childhood Teacher (ECT) = formerly caregiver:**
This role covers all who provide care to children and count in child to staff ratios. For data base systems, the term will be used solely for group/family child care staff. All “caregivers” will be automatically changed within the system to ECTs.

**Early Childhood Lead Teacher (ECLT or Lead Teacher) = formerly primary caregiver**
This role is for child care centers only. Primary caregivers will be automatically changed within the system to EC Lead Teachers.

**Early Childhood Assistant Teacher (ECAT or Assistant Teacher) = formerly aide**
This role is for child care centers only. All current aides will be automatically changed within the system to EC Assistant Teachers.

**Trainee** This is a new role type. This will be used for new staff once they complete initial requirements such as background checks, but have not yet completed the 30-day orientation training. A trainee may not be left alone with children at any time.

**Support Staff = formerly non-provider staff, possibly volunteers, foster grandparents, etc.** Support staff do not count in ratios, do not provide direct, unsupervised care to children, and are never left alone with children. Support staff are not required to have orientation or annual training.

*A full list of role types, qualification requirements, and responsibilities will be added to the website ASAP.

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New interpretive guides and facility specific rulebooks will be added to the CCL website ASAP. Until then, the link to the adopted rule changes has been posted to the CCL website @ [www.dphhs.mt.gov/qad](http://www.dphhs.mt.gov/qad).

**Construction Corner**

**Technology changes: Pardon our dust!**

Over the next few months the department will be experiencing many changes to our informational data system (CCUBS) and website. Role type changes should take place within the next 3-4 months. The on-line application is still in process but has been slightly delayed due to budget cuts. This is expected to roll out in the next 2-3 months.

**ARM 37.95.623 Group Size Rule** (for child care centers):
Ages **birth – 23** months; max group size is **12**
Ages **2-3** years; max group size is **16**
Age **4** years; max group size is **24**
Ages **5** and over; max group size is **32**.

Existing facilities who do not currently meet group size requirements will have until **August 31, 2018** to submit their transition plans to their licensor. CCL will provide more information on this in the coming weeks.
**ARM 37.95.162 REQUIRED ANNUAL TRAINING**: All directors and early childhood teachers (ECTs) must be current on the ECP Practitioner Registry...

Who has to be on the practitioner registry?
- All directors and ECTs (formerly called caregivers, primary caregivers, and aides).
- This includes ECTs at family/group child care facilities or child care centers.

Who is exempt?
- Substitute teachers who work less than 500 hours/year.
- All ECTs at facilities that are only licensed for ages 5 and up.

When will this be implemented?
- Starting **July 1, 2018**: On or before your facility’s expiration date, ECTs on your facility staff list should be current on the ECP practitioner registry.
- After **July 1, 2018**, CCLP will check existing staff for registry participation during the renewal process.
- New staff will have 30 days from hire date to submit their practitioner registry applications to MT ECP.

How much annual training is required to be current on the practitioner registry?
- 16 hours per year at all levels. Please visit [https://www.mtecp.org](https://www.mtecp.org) for more information.

What is needed to be on the practitioner registry and how do I apply?
- High school diploma/GED/Hi-Set; or enrolled in high school; or anticipate enrollment in a GED program. Please visit [https://www.mtecp.org](https://www.mtecp.org) for more information.

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**ARM 37.95.163 (NEW RULE II) ECT ORIENTATION TRAINING**: Each director, ECT, and substitute teacher must complete the department approved early childhood teacher orientation training...

Courses to be completed within 30 days of hire and prior to being left alone with children:
- CPR/First Aid Certification
- Infant Safety Essentials (formerly Safe Sleep & Shaken Baby Syndrome/Abusive Head Trauma). *Staff in facilities that are only licensed for ages 5 and up are exempt from Infant Safety Essentials.*

Courses to be completed within 90 days of hire:
- Prevention and Control of Infectious Diseases & Immunizations training
- Medication Administration in Child Care Part I training
- YIKES Disaster Planning -Emergency Preparedness training
- Protecting Children from Harm Training
- Child Abuse & Neglect: Mandatory Reporting in Child Care training
- Together We Grow
- Early Childhood Essentials

Who is exempt?
- Anyone who took the Health & Safety Overview offered in 2016 and has it on their Professional Development Record. Anyone who had already completed the Teacher Orientation Track.

Will this count towards my annual training?
- YES! With the exception of CPR/First Aid.

How much does the orientation training cost?
- Orientation courses are free with the exception of CPR/First Aid.

When will this rule be implemented?
- This rule will be implemented immediately. Orientation training for existing providers will be monitored as part of the renewal process.
The Montana Early Childhood Project (ECP) is dedicated to improving the quality of programs and services for Montana’s young children and their families. Our statewide Practitioner Registry helps to develop and track a knowledgeable and skilled early childhood workforce that is based on an individual’s verified professional achievements. The Practitioner Registry provides important data about the early childhood workforce to help raise the status and compensation for early care and education. We invite you to apply to The Practitioner Registry to gain the recognition you deserve for your experience, education and training in early care and education through your work with young children and families.

Your first step to becoming current on The Practitioner Registry is to complete your online application. Visit our website at www.mtecp.org and create an ID and password by clicking on ‘Log In’. Once you have signed-in you will start the online application process by clicking ‘Apply’. This will take you through a step-by-step process of entering your personal, education, employment, training and professional information. It is important to regularly check your online account to assure you are current on The Practitioner Registry. To view user-friendly application directions, click on the Practitioner Registry User Guide. Once you have completed your Practitioner Registry application, you will be placed at a level on the Career Path. The Career Path promotes professional development for early care and education practitioners by providing a framework for recording and recognizing experience, training, and educational accomplishments. Our website also includes information about early childhood training opportunities in your area, as well as information about the individual request for training approval.

We want to take this opportunity to welcome you to apply to the Practitioner Registry and thank you for your participation. Please note will be waiving the registry application and renewal fees through September 2018. We look forward to working with you in the future to support your professional goals. If you have any questions, please email us at ecp@montana.edu.
RENEWAL APPLICATIONS

Please continue to submit your renewal application as before. The following list includes new expectations for facilities that expire on or after:

- **March 31, 2018**: all staff who have been working 30 days or more should have completed CPR/First Aid & Infant Safety Essentials (or Safe Sleep plus Shaken Baby Syndrome/Abusive Head Trauma).
- **May 31, 2018**: all staff who have been working 90 days or more should have completed all ECT Orientation training. Please see page 3 and flow charts for more information.
- **July 31, 2018**: all staff who have been working 30 days or more should have submitted Practitioner Registry applications to MT Early Childhood Project.
- **August 31, 2018**: Emergency Action Plans to be submitted with renewal. Group size transition plans (for centers who do not meet group size requirement) will be submitted to licensor. Emergency supply kits on-site and available for licensing inspection.
- **February 28, 2019**: A Non-Fire Emergency Drill Record to be submitted with renewals. It is expected that all new rules will be implemented by this date unless there is a transition or training plan.

NEW APPLICATIONS

New applications received on or after **February 12, 2018**, will be required to implement all new rules immediately.

ATTESTATIONS

**Extended license/registration**

If you are not expiring this year because you had previously received an extended license, then you will only need submit the following before license/registration anniversary date:

- 1-page Attestation Form along with staff list. You should have received this 120 days prior to your license/registration anniversary date.
- New hire paperwork for anyone not already listed on the staff list.
- Insurance verification form if applicable.

CCL will conduct background checks. You do not need to send a Release of Information Form for staff that have already been approved.

At Child Care Licensing, we recognize that change can be hard. We want to support you as child care professionals as you strive to make these changes while serving Montana families. Please note that although our response time may be slow due to hiring freezes and budget cuts, we will do our best to answer your questions as timely as possible. Please check our website regularly for frequently asked questions and other clarifying information.

We appreciate all those who joined the discussions and provided feedback throughout the rule making process. We thank you for your patience as the wheels can sometimes turn slowly in the world of state government! ~CCL
NEW Early Childhood Teacher Orientation
Includes Lead Teacher, Assistant Teacher, and Substitute Teacher for Family Child Care, Group Child Care, and Child Care Center

New Employee Paper Work –
Completed within 15 days of hire.
- Obtain PS#
- Person Information Sheet
- Release of Information
- FBI check
- Background Checks
- Td and MMR documentation
- Practitioner Registry Application submitted*

On-the-Job Facility Overview Training
Completed within 30 days of hire
- Provided by employer (requirements and template provided)
- Employee and Employer must verify completion in writing

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.
- CPR/First Aid Certification
- Infant Safety Essentials **

Health and Safety Required Professional Development
Completed within 90 days of hire
- Prevention and Control of Infectious Diseases & Immunizations training
- Medication Administration in Child Care Part I training
- YIKES Disaster Planning -Emergency Preparedness training
- Protecting Children from Harm Training
- Child Abuse & Neglect: Mandatory Reporting in Child Care training
- Together We Grow
- Early Childhood Essentials

*Substitute and School Age Care Exception
**School Age Care Exception
NEW Director Orientation & New License/Registration Issue Process
For Family Child Care, Group Child Care, Child Care Center

Application for new programs
Available on-line and as a request from Child Care Licensing (CCL). Child Care Resource and Referral agency will provide information as needed.

Pre-Service Training
(PS # issued upon completed application)
- Pre-service requirement
  - Infant Safety Essentials **
  - CPR/First Aid Certification
  - Practitioner Registry application submitted

Pre-Inspection (for new license/registration issued)
- Before providing child care
  - Building, fire, sanitation review/inspection
  - Consultation by CCL and completion of paperwork and background checks

Provisional License/Registration issued for new programs (may provide child care)

Completed within 60 days of Provisional License or Role Type Change
- Program Management Essentials for Directors

Health and Safety Required Professional Development
Completed within 90 days of Provisional License or Role Type Change
- Prevention and Control of Infectious Diseases & Immunizations
- Medication Administration in Child Care Part I
- YIKES Disaster Planning-Emergency Preparedness
- Protecting Children from Harm
- Child Abuse and Neglect: Mandatory Reporting
- Together We Grow
- Early Childhood Essentials

**School Age Care Exception

Regular License/Registration issued for new programs, based on full compliance, OR new Director receives approved status.

02/11/2018