

NEW Early Childhood Teacher Orientation

Includes Lead Teacher, Assistant Teacher, and Substitute Teacher for Family Child Care, Group Child Care, and Child Care Center

<https://dphhs.mt.gov/qad/licensure/childcarelicensing>



New Employee Paper Work – Submit to CCL prior to working with children

- Person Information Sheet
- Release of Information
- FBI fingerprints, forms, and payment (*required at time of hire & every 5 years thereafter*)



COMPLETE WITHIN 30 DAYS OF HIRE

On-the-Job Facility Overview Training

- Provided by employer ([sample template](#))
- 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.

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

Practitioner Registry Application submitted online via www.mtecp.org *

- Must upload current CPR/First Aid cards with application



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

^^ - Must be taken in person

^^^ - Available at www.childcaretraining.org

^^^^ - In person at local Child Care Resource & Referral Agency

www.dphhs.mt.gov/hcsd/ChildCare/ChildCareResourceandReferral

11/15/2018