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 ^^^^