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

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