**Practitioner Registry and Professional Development Policy & Procedure**

**Practitioner Registry Initial Application** – New hires with The Birds Nest are required to register with the Montana Early Childhood Project Practitioner Registry (Registry). The employee is responsible for uploading all required documents by the end of the first day on the job. The CPR/First Aid Certification must be uploaded within 48 hours of receipt.

**Child Care Training Initial Requirements** – The employee must set up an account with ChildCareTraining.org (CCT) by the end of the first day on the job. State and STARS required new hire trainings must be completed within the timeframe listed within this document. In the event that an employee does not complete required training on time, the employee will be placed on a temporary suspension without pay until past due training are completed and certificates are presented to the Education Director.

**Practitioner Registry Annual Renewal** – The employee is responsible for the Registry renewal process. This process should be started 45 to 60 days prior to their Registry expiration date to ensure any documentation and/or training requirements are met. In the event that an employee’s Registry expires, the employee will be placed on a temporary suspension without pay until the Registry shows as renewed.

**Child Care Training Annual Requirement** – Every employee must complete a minimum of 16 hours of training, within the employee’s training year, through CCT or an approved training sponsor (see the Education Director for guidance). The employee’s Registry Training Report indicates the training year start date and the hours completed within their training year. When possible, free trainings should be selected over paid trainings. Paid trainings must be approved and paid for in advance by the Business Director – no training cost reimbursement will be issued.

**Professional Development Plan** – Every employee will create a professional development plan with their direct supervisor (i.e. Lead Educator, Mentor Educator, and/or Education Director). Plans will be reviewed and updated as needed on a quarterly basis.

**When to do Training and Training Hour Pay** – Employees should complete each training either entirely during working hours (during nap time when all children are asleep or when not needed in ratio) or entirely outside of working hours. Training completed outside of working hours will be paid based on the number of training hour credits received at a rate of $13.00/hour (i.e. a 3 hour training equals 3 hours of pay at the training wage rate). In the event that an employee misses a training deadline or their registry renewal deadline, the employee will be placed on a temporary suspension without pay until past due trainings are completed and/or the Registry is renewed and proof is submitted to the Education Director.

By signing this document, I acknowledge that I have read and will adhere to the policy as outlined. I understand that it is my responsibility to ensure all training and registry deadlines are met. Failure to complete required training on time and remain current on the registry could result in disciplinary action up to and including termination.

Sign Print Date

**STATE REQUIRED TRAININGS (Hire Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

(Training schedule starts with the hire date.)

**Thirty Day Deadline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2 ECP hrs):**

* [Infant Safety Essentials](%7fhttps:/www.childcaretraining.org/mod/page/view.php?id=12872) (2hrs)
* [Infant/Adult CPR, First Aid, & AED](https://shopcpr.heart.org/heartsaver-pediatric-first-aid-cpr-aed-online) (4hrs)

**Sixty Day Deadline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (12-15 ECP hrs):**

* [Early Childhood Essentials](https://www.childcaretraining.org/mod/page/view.php?id=30328) (3hrs)
* [New Staff Health & Safety](%7fhttps:/www.childcaretraining.org/mod/page/view.php?id=22583) (6hrs)
* [Together We Grow](%7fhttps:/www.childcaretraining.org/mod/page/view.php?id=9346) (3hrs)
* [Program Management Essentials](file:///Users/tbn/Library/Mobile%20Documents/com~apple~CloudDocs/The%20Birds%20Nest%20Docs/EMPLOYEES/HIRING%20&%20ONBOARDING/Orientation/Print%20for%20New%20Hire/Nurturing%20Center) (Director only 3hrs)

**STARS REQUIRED TRAININGS (Approval Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

(Training schedule starts **one year after** approval date – usually 4-8 weeks after hire date.)

**Six Month Deadline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (8-11 ECP hrs):**

* [STARS to Quality Essentials](https://www.childcaretraining.org/mod/page/view.php?id=4761) (2hrs)
* [Intro to the Pyramid Model](https://www.childcaretraining.org/mod/page/view.php?id=4024) (2hrs)
* [Food Safety in Childcare](%7fhttps:/www.childcaretraining.org/mod/page/view.php?id=8207) (4hrs)
* [What’s the Fuss](file:///Users/tbn/Library/Mobile%20Documents/com~apple~CloudDocs/The%20Birds%20Nest%20Docs/EMPLOYEES/HIRING%20&%20ONBOARDING/Orientation/Print%20for%20New%20Hire/Nurturing%20Center) (Director only 3hrs)

**Nine Month Deadline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (14 ECP hrs):**

* [E-Pyramid Model 1](https://www.mtecpregistry.mtecp.org/v7/trainings/search) (6hrs)
* [Healthy Smiles Promoting Oral Health in Child Care](https://www.childcaretraining.org/mod/page/view.php?id=4021) (2hrs)
* [Medication Administration Part 2](https://www.childcaretraining.org/mod/page/view.php?id=4028) (3hrs)
* [Montana Early Learning Standards](https://www.childcaretraining.org/mod/page/view.php?id=9344) (3hrs)

**Twelve Month Deadline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (10-70 ECP hrs):**

* [Infant/Toddler or Preschool Caregiver Ed](file:///Users/tbn/Library/Mobile%20Documents/com~apple~CloudDocs/The%20Birds%20Nest%20Docs/EMPLOYEES/HIRING%20&%20ONBOARDING/Orientation/Print%20for%20New%20Hire/Nurturing%20Center) (60hrs or 4 ECE credits)
* [E-Pyramid Model 2](file:///Users/tbn/Library/Mobile%20Documents/com~apple~CloudDocs/The%20Birds%20Nest%20Docs/EMPLOYEES/HIRING%20&%20ONBOARDING/Orientation/Print%20for%20New%20Hire/Nurturing%20Center) (6hrs)
* [Developmental Screening](https://www.childcaretraining.org/mod/page/view.php?id=22723) (4hrs)

**Eighteen Month Deadline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (51 ECP hrs):**

* [Inclusion 1](https://www.childcaretraining.org/mod/page/view.php?id=11284) (Level M-5 only 15hrs)
* [Inclusion 2](https://www.childcaretraining.org/mod/page/view.php?id=11284) (30hrs)
* [Building Skills and Safe Spaces](https://www.childcaretraining.org/mod/page/view.php?id=10737) (6hrs)

Registry Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Renew Starting: \_\_\_\_\_\_\_\_\_\_\_\_\_