

# NEW Director Orientation

Director must meet Director Role Type qualifications to be approved by CCL

## New Employee Paperwork *Pre-Service / before starting in the facility*

- New Hire Packet submitted to Child Care Licensing
  - The New Hire Packet must be submitted 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 \*\*



## Management Training

*Completed within 60 days of Provisional License or Role Type Change*

- Program Management Essentials for Directors - 3 hours through any CCR&R Agency: Check the [Statewide Training Calendar](#) for scheduled PME courses



## 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

## \*\* School Age Care Exception

Orientation Training Website: [www.childcaretraining.org](http://www.childcaretraining.org)

Early Childhood Project/Statewide Training Calendar: [www.mtecp.org](http://www.mtecp.org)

Child Care Licensing: [www.dphhs.mt.gov/ecfsd/childcare/childcarelicensing](http://www.dphhs.mt.gov/ecfsd/childcare/childcarelicensing)