



New Staff Requirements

Staff are NOT allowed to work with children until they have been approved as a Trainee.

A Trainee can count in ratios, however, they are not allowed to be alone with children if under the age of 18 and until they have completed the following course:

1. Infant Safety Essentials
2. Infant, Child, and Adult CPR/Pediatric First Aid

Staff will not be fully approved until all requirements are completed.

MONTANA DPHHS

Create Staff/Household Account*

1. Create/Log in to your Okta account at <https://okta.loginmt.com>
2. Register/Access MAQCS by selecting the tile in Okta named "HHS MAQCS Child Care Providers" (MUST Enter PS# if you have one. MUST be entered with the "PS")
3. Locate the wording "Staff/Household Qualification" to access and complete the required paperwork (IA - Individual Application)

SPARK MONTANA

Fingerprints for FBI Background Checks can be scheduled by contacting Spark Montana <https://sparkmontana.com/fingerprinting/>

MONTANA EARLY CHILDHOOD PROJECT

MTECP account and membership

https://www.mtecp.org/**

Create an account and apply for membership:

1. Upload Current Infant, child, and adult CPR, infant choking response, and pediatric first aid
2. Diploma or transcripts showing graduation date or High School Verification form (if NO Diploma contact ECP on what to do)
3. Employment verification (completed by director)



CHILD CARE TRAINING

Complete the required Childcare Orientation Courses

These courses can be found at childcaretraining.org

1. Infant Safety Essentials**
2. Early Childhood Essentials***
3. Together We Grow***
4. New Staff Health and Safety Orientation***

CPR & FIRST AID TRAINING

Infant, Child, and Adult CPR, Infant choking response, and Pediatric First Aid.**

Local classes can be found at: <https://www.childcareresources.org/cpr-fa>

Once class is completed, the certification card **MUST** be uploaded to the Staff Member's MTECP account.

*must be completed prior to working

**must be completed within 30 days of hire

***must be completed within 90 days of hire