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Provider Services FAQ'S

TRAINING REGISTRATION POLICY

- Due to limited resources or presenter preference, registration for specific courses may be capped.
- Online pre-registration is required **1 week** prior to the course.
- Payment is required online upon registering.
- Participants must cancel **48 hours** in advance to receive a refund or an immediate transfer to an alternate class.
- All dates and times are subject to cancellation due to unforeseen circumstances.
- If less than 5 people are registered for training, it will be cancelled. CCC will inform registered participants 24 hours prior to the training.
- Inquire about CEU credit for classes 6+ hours, and OPI credits for CCC training; please request them when you register.
- All trainings listed on this calendar are free of charge for LCPs and LCIs.
- If you have any questions, please contact Tori Sproles or Brandi Thomas at 587-7786 or by e-mail at tori@cccmontana.org brandi@cccmontana.org

ONLINE TRAINING REGISTRATION

- Go to www.cccmontana.org and click on *calendar/ Helena or Bozeman*.
- Once you find the training you want, click *on the training title* for more information then click on the *link to register*.
- When registering online, a box pops up for you to enter your registry ID information. If you do not have a registry ID, click *create an account now*, this will take you through the process of creating an ID. Once you have filled all the information out completely, a registry ID and password will be e-mailed to you.

- Once you login, review your attendee information, choose your attendee role and press *continue*.
- Review your registration information and select how you would like to pay; trainings must be paid for online.
- Read the terms and conditions and select the box, *I agree to registration terms and conditions* and *click finish*.
- You will receive a confirmation e-mail that says you have successfully registered

NEW PROVIDER

Q: How do I become a registered child care provider?

A: Family/Group Provider: To become a registered provider you must submit an application packet. You can find the application packet at www.childcare.mt.gov . In addition, you must Complete orientation [flow chart](#). There is a Pre-Orientation available that is optional and designed for individuals who would like assistance going through the application packet. For more information please call, 587-7786.

A: Child Care Center: Contact Kirsten Geiger 522-2271 in the Bozeman area, Gloria Tatchell or Anna Haire 444-1954 in the Helena area.

Q: Where can I go to get more information about licensing regulations, paperwork and forms?

A: <http://dphhs.mt.gov/qad/Licensure/LBCCL>

Q: Can I watch a couple children in my own home?

A: Yes, you may watch 1 child per family from 2 families or all children from 1 family. If you are watching 3 or more children from different families it is a requirement to be licensed with the state of Montana.

Q: Do I have to get licensed if I have a preschool?

A: If you provide care for children younger than three years of age, children three to four years of age more than 3 hours per day, children who are age five years for more than six hours a day you must be licensed.

Q: What training do I have to have before I can get licensed?

A: Please see the orientation [flow chart](#).

Q: When can I start providing care?

A: You can take up to 2 children before you are registered/licensed. Before you are able to take more you must wait for a provisional license to be issued.

Q: How do I get clients (children/families)?

A: Once you are registered you need to fill out the Provider Information form and the Rate form and call our Referral Specialist at 587-7786.

Q: What immunizations do I have to have to provide care?

A: Measles and Mumps immunity, rubella immunity and tetanus/diphtheria (Td).

Q: What immunizations do the children enrolling in my program need?

A: Refer to website

<http://www.mtrules.org/gateway/RuleNo.asp?RN=37.95.140>

Q: Are there religious exemptions for immunizations in Montana?

A: No, all children in registered/licensed care must be immunized. The only exemption acceptable is a medical exemption and that must be documented with a physician’s note.

Q: What are the adult to child ratios for care in a family/group program?

A:

Provider’s children under the age of 6 are counted in the ratio

Program Type	Adult: Child	# of Infants Under 24 mths	In or outside home	Overlap Care Adult: Child
Family	1:6	3	In or out	1:8
Group	2:12	6	In or out	2:16
Infant Only	1:4	Only infants	In or out	

Q. What are the adult to child ratios for Child Care Centers?

A: 1:4 (babies) 1:8 (children ages 2-4) 1:10 (children ages 5-6) and 1:14 (children ages 7-10)

Q: What do I charge clients for child care?

A: We can’t tell you what to charge but we can tell you what the state would reimburse for the Best Beginnings Scholarship.

Region 4- South Central									
Services by Child Care Connections in Bozeman and Helena									
Counties:	Gallatin Meagher Park				Counties:	Broadwater Lewis and Clark Jefferson			
	Infant		Child			Infant		Child	
	Hourly	Daily	Hourly	Daily		Hourly	Daily	Hourly	Daily
LCP	\$4.03	\$23.88	\$4.03	\$22.29	LCP	\$3.18	\$19.95	\$2.87	\$17.51
Family	\$5.31	\$31.84	\$5.31	\$29.71	Family	\$4.24	\$26.53	\$3.82	\$23.35
Group	\$6.37	\$33.96	\$6.37	\$31.84	Group	\$5.31	\$28.02	\$4.78	\$24.76
Center	\$6.90	\$37.14	\$6.16	\$33.96	Center	\$6.37	\$31.84	\$5.31	\$26.53

SPECIFIC LICENSING QUESTIONS REFER TO KIRSTEN 522-2271 for the Bozeman area Anna Haire or Gloria Tatchell 444-1954 for the Helena area

TRAINING

Q: How many training hours do I need a year?

A: Currently 8 hours are required for licensing

Q: Where can I take training?

A: Child Care Connections, www.childcaretraining.org, or any approved training through the Montana Early Childhood Project.

SPECIAL NEEDS SUBSIDY

Q: Can the Special Needs Scholarship apply to children over the age of 13?

A: Yes, children with disabilities are eligible for Best Beginnings Scholarships until age 18.

Q: Are all families of young children with disabilities eligible for this program?

A: Unfortunately, not all families with young children with special needs are eligible for Best Beginnings Scholarship program. Eligibility is limited to families whose income falls below a certain percentage of the federal poverty guidelines.

Q: Do all children with disabilities qualify for the Special Needs Scholarship if the family meets the financial eligibility requirements?

A: The Special Needs Scholarship is designed to assure that children with special needs receive high quality child care. The subsidy amount is directly linked to the child's needs. Not all children with special needs require significant modifications to participate in child care routines and activities.

Q: Do children have to have a diagnosed disability to qualify for the Special Needs Scholarship?

A: No, a diagnosis is not required. However, relevant, appropriate supporting documentation of necessary modifications is required.

Q: I have chosen a Legally Certified Provider (LCP) to care for my child. Is the process still the same?

A: Yes, the same procedures already described are used to establish eligibility when the child is in this type of placement.

Q: What is the role of early intervention specialist, therapists, physicians, public health nurses, and others who work with young children with special needs and their families?

A: Collaboration is a key element in the eligibility process. Any professional providing support to your child can and should assist in the development of both the Rating Scale and the Child Care Plan.

*Child Care Referrals *Child Care Food Program *Resource Library *Provider Recruitment & Training *Child Care Assistance
*Home-based Training *Work/Family Connections * Child Development Information * Greater Gallatin Safe Kids Safe Communities