Early Childhood Networks
Mentee Application Instructions

Part I: Getting Started

1. Navigate to the application link on the ECN website (www.ecnetworks.org).
   a. From the homepage, click "Programs" and select "Information for Mentees."
2. Click the blue "Apply Now" button on the right side of the screen.
3. If you have an existing profile, sign in with your email address and password.
   a. Please ensure your profile is up-to-date. To update your profile, click "Edit" and review your information. Be sure to "save changes."
   b. Once your profile is updated, skip to **Part III**.
4. If you do not have an existing profile, click the "Sign Up" button.
   a. Enter your email address and create a password, then click "Sign Up."

Part II: Profile

1. Click the rectangle where it says "Create a Profile to Get Started."
2. Complete the "Applicant Information" section using your personal information.
3. Under the Employment Information section, enter the name of your employer (the name of the company or organization you work for).
4. Enter your employer's address (number, street, city, state, zip code, and county).
5. Enter your employer's telephone number.
6. Specify the kind of program you work for.
   a. Student: select the most appropriate option or if none of them apply select "EC Practicum Student."
   b. Educator: select the most appropriate option.
7. Indicate the STAR level of the program you work for, if known.
8. Choose the job title that best describes your position from the available options.
9. Specify the age group you typically work with.
10. Enter the average number of hours per week that you work.
11. Provide the name, phone number, and email address for your director/administrator.
12. Congratulations! You are done creating your profile. Click the blue "Create Profile" button at the bottom of the screen to continue.

Part III: Application

1. Click the box with the + icon where it says "Get Started."
   IMPORTANT: You need to complete both portions of the Application Intake section AND press the green "Submit" button once you have completed all required information.

2. In the row that says "1a. Mentee Application," click the blue "Open" button.
3. Confirm that your profile information is current and you are not under an investigation that would affect your clearance to work with children.
4. Click the dropdown menu that says "I am applying:" and select "to work with an Early Childhood Mentor."
5. Choose the semester in which you wish to work with a mentor.
6. Specify the age group you need mentorship in (Infant/Toddler or Preschool/Pre-K).
7. Student: select "yes" under the question "Are you currently enrolled in an Early Childhood degree seeking program?"
   a. Select your college or university from the dropdown menu.
   b. Upload a copy of your class schedule.
8. Educator: select "yes" under the question "Are you currently working in an Early Childhood Center?"
   a. Upload a letter from your supervisor or director recommending you for mentorship.
9. Digitally sign your application by typing your name and entering the date, then click the blue "Mark Complete" button to continue.

Part IV: Acknowledgement

1. You will automatically return to the Application Intake screen.
2. In the row that says "1b. Acknowledgement," click the blue "Open" button.
3. Click the dropdown menu that says "I am applying:" and select "to work with an Early Childhood Mentor."
4. Read through the FERPA Acknowledgement and Expectations and Understandings and click the check boxes to confirm your understanding.
5. Indicate whether you authorize CNM to use your name, comments, and photographs in promotional materials by choosing "Agree" or "Disagree."
6. Digitally sign your application by typing your name and entering the date, then click the blue "Mark Complete" button.

Part V: Submitting Your Application

1. You will automatically return to the Application Intake screen.
2. Click the green "Submit" button to submit your application.
3. Congratulations! You have successfully applied to be a mentee in the Early Childhood Mentor Network.
   a. Keep an eye on your email inbox for information regarding next steps.