



2024 ROCKY MOUNTAIN EARLY CHILDHOOD CONFERENCE

TSQI/ESQI FUNDING REQUEST PROCESS

Step 1 :Provider

Log in to ecConnect to create a Spending Request

- » Click Quality Improvement > Submit QI Request Form, then select your Quality Improvement Funds and click Next
- » Click on the green "Request Funds for RMECC+" Button
- » Select each Attendees name and email from the 'Attendee Drop Down' option. Use the 'Add Professional Development Request Item' button to add a line item for each individual you want to register."Click on "Select a Training" and select the dates you wish to attend
- » Remember to select a related QIP Goal for your request.
- » When you are finished Click "Submit" to send the request to your Council Navigator or Coordinator.

Step 2: Local EC Council

Your local EC Council Navigator or Coordinator will send you a registration discount code.

Step 3:Provider

Register for the conference through www.rmeccconference.com

- » Only register for the days for which you have funding.
 - » Include all staff in the group registration.
 - » Your confirmation email will act as your receipt. Save this email to reference your confirmation number.
- Councils will be invoiced by RMECC for each QI funding request.

While registering for RMECC 2024, attendees will be required to choose their sessions as a part of the registration process. This is to ensure each session remains within capacity and registered individuals are guaranteed a seat. Attendees may modify their schedule at any time, space permitting.