



Montana

Office of Public Instruction

**Educator Licensure
MACSS 2021 Fall Conference**

September 24, 2021

Presenter:

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Session Objectives

- ❑ Item I: Welcome
- ❑ Item II: Process to Apply for Licensure
- ❑ Item III: What License Should I Apply For?
- ❑ Item IV: Class 5 Provisional Licenses
- ❑ Item V: Emergency Authorization of Employment
- ❑ Item VI: Updates and Changes to Come
- ❑ Item VII: Time for Questions



Process to Apply for Licensure

Application Process

1. Complete the [online application](#). This link takes you to the Montana State Educator Information System (MSEIS) where you will create an account.
2. Supplemental forms to the online application (these forms require a signature and must be uploaded to your MSEIS record before your application can be processed):
 - [University Recommendation form](#)
 - [Notary Page](#)
 - [Fingerprint Background Check Instructions](#)
 - [Fingerprint Background Check Supplement](#)
 - [Verification of teaching experience form](#)
 - [Out-of-State License History form](#) (required if you will be relying on experience to qualify for a Montana license)
3. Official transcripts may be uploaded to your MSEIS record, include the transcript key. We will not accept unofficial transcripts.
4. Upload verification of required Praxis test scores with passing score to your MSEIS record.
5. Upload the completion certificate for "An Introduction to Indian Education for All in Montana" to your MSEIS record.
6. Upload a copy of your valid, unexpired out-of-state teaching license to your MSEIS record (if applicable).
7. View a brief instructional video on uploading your documents at this link: [MSEIS Upload Feature](#).

When applying online, please note the supplemental forms and additional documents that must be sent in to complete your application. All application materials and required fees must be received before your application is evaluated. Applications left incomplete for one year will be purged.

What License Should I Apply For?

[Educator Licensure \(mt.gov\)](#)

Educator Licensure

Welcome to Montana Educator Licensing

On July 15, 2021, The Office of Public Instruction requested that the Board of Public Education (BPE) extend all Class 5, Class 5A, and Third Year internships that expired on 6/30/21 for one year due to the impacts from COVID-19 during the 2020-21 school year. Montana educators have been contacting the OPI requesting extensions for reasons relating to the pandemic. This request was approved by the BPE and is for a one-year expiration extension for our Montana provisional license holders and third-year internships that are set to expire on 6/30/2021. The new expiration date is 6/30/2022.

We are in the process of issuing the new licenses, if you do not receive yours in the next few weeks, please contact the Educator Licensure Unit at cert@mt.gov.

Specifically, this addresses:

- Class 5 (3-year provisional license)
- Class 5A (1-year provisional license)
- Third-year internships (internships are issued in one-year intervals for a total of three-years)



Know Your Options:

[Which License Should I Apply For?](#)

- Note the additional materials that must be sent in to complete your application.
- All application materials and required fees must be received before your application will be evaluated.
- Applications left incomplete for one year will be purged.

New document UPLOAD feature
Important Notice for All Applicants



Class 5 Provisional Licenses

Qualifications for a Montana Class 5 Provisional Teaching License

- Completion of a bachelor's degree from a regionally accredited college or university, **AND**
- A plan of study from an accredited professional educator preparation program verifying that the applicant:
 - Can meet the requirements for full licensure within the three (3) year validity period of the license, **AND**
 - Meets the professional educator preparation program admission requirements.
- Applicants that have completed an educator preparation program outside of Montana must provide proof of:
 - A Montana residential address or a job offer from an accredited or state-funded P-12 Montana school, **AND**
 - Successful completion (meets or exceeds minimum passing score) of the Montana required Praxis applicable to requested endorsement.
- **If an applicant meets all of the above minus the Praxis exam a Class 5A would be issued giving 1 year to take and pass the exam.** [Educator Licenses \(mt.gov\)](https://opi.mt.gov)

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Emergency Authorization of Employment

10.57.107 EMERGENCY AUTHORIZATION OF EMPLOYMENT

(1) In accordance with [20-4-111](#), MCA, district administrators who have exhausted all possibilities for hiring a licensed teacher may request that the Superintendent of Public Instruction issue an emergency authorization of employment to the district to employ a person to teach. The following requirements must be met to ensure consideration of the request:

(a) The request must originate with the school district.

(b) The position must have been advertised at least statewide far enough in advance to reasonably enable qualified applicants to submit applications and be interviewed.

(c) The individual for whom the emergency authorization is being sought shall not be currently endorsed in the area of requested authorization and shall:

(i) have previously held a teacher or specialist license; or

(ii) provide acceptable evidence of academic qualifications or significant experience related to the area for which the emergency authorization of employment is being sought.

(2) An emergency authorization of employment is **valid for one year**.

(3) Experience as a classroom teacher when authorized pursuant to this rule qualifies as teaching experience as defined in ARM [10.57.102](#)(14).

**** CANNOT GET AN EAE FOR SPECIAL EDUCATION UNDER FEDERAL REGULATIONS.**

[EAE_Application.pdf \(mt.gov\)](#)

Updates and Changes to Come

FALL/WINTER 2021

- An addition licensure tech starts next week (3 total).
- Chapter 57 Task Force concludes on September 30th.
- RFP for new licensure system closes October 1st.
- No NEW applications will be accepted after December 31st.

WINTER/SPRING 2022

- Chapter 57 ARM revisions will come into effect.
- Major webpage reconstruction along with tutorials for new licensure system.
- New system will deploy end of May/early June.



Questions?

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