



Montana Application for Class 2 Educator Licensure

Requirements for Montana Class 2 Educator Licensure	
1. Completion of an educator preparation program which accredited by NCATE, CAEP, or is a state approved program from a regionally accredited college or university. ARM 10.57.412	
2. Completion of student teaching or a supervised teaching experience through an educator preparation program. ARM 10.57.412	
3. Verification of Praxis II test scores meeting Montana Standards for your endorsement area. For more information see our website at http://www.opi.mt.gov/cert/Materials/class1Professional.html	
Important Considerations: <ul style="list-style-type: none"> • Montana DOES NOT have reciprocity with any other state in regards to educator licensure. Therefore even though you may have been a licensed educator in another state, if you do not meet the all of requirements above, you will not qualify for Class 2 Educator licensure in Montana. • If you completed an alternative educator preparation program in another state, your program may not meet the requirements for licensure in Montana and therefore you may not qualify for Class 2 educator licensure. Your educator preparation program’s accreditation status must be verified on a University Recommendation form and submitted for review. • For questions regarding these considerations please call us at 406-444-3150 	
Montana Educator Licensure Application Checklist	Complete
I have completed all sections of the application and indicated the endorsement/endorsements I am applying for.	
I have enclosed a check or money order payable to Montana OPI for \$30 per license applied for and a one-time filing fee of \$6. (\$36 for one initial license, \$66 if applying for two licenses. Example: Class 2 and Class 4 both) CASH PAYMENTS WILL NOT BE ACCEPTED.	
I have enclosed an official transcript or requested official transcripts be mailed to the Montana OPI from all institutions I have attended. NO PHOTOCOPIES, SCANNED COPIES, or EMAILED IMAGES will be accepted from the applicant.	
I have signed and dated the bottom of the Character and Fitness Information page. (page 4)	
I have recited the oath in the presence of a licensed notary and signed the notary page. (page 5)	
I have submitted a fingerprint background check to be processed by the Montana Department of Justice. DO NOT SEND THE FINGERPRINT CARD TO THE OFFICE OF PUBLIC INSTRUCTION (page 7)	
I have included a copy of my valid out of state teaching and/or administrative license. (If applicable)	
I have included a copy of any required Praxis II test results verifying a qualifying score or had them sent to the MT Office of Public Instruction.	
I have completed the top sections of the University Recommendation form (attachment 1, page 6) and sent it to the institution where I completed my educator preparation program to be filled out. I am submitting the ORIGINAL completed form with my application. NO PHOTOCOPIES, SCANNED COPIES, or EMAILED IMAGES will be accepted.	
Important: Applications will not be processed until all required documents/information has been received. It is your responsibility to check with our office to ensure that all materials have been received. You can review your application at https://apps3.opi.mt.gov/SSO/Login/Login.aspx	All documents must be mailed to: Montana Office of Public Instruction Attn. Educator Licensure PO Box 202501 Helena, MT 59620



Please complete all sections of this application. Incomplete applications will not be evaluated. For questions regarding the application process please refer to our website at www.opi.mt.gov/cert.

Last Name		First Name		Middle Initial	
Address			Apartment/Unit #		
City	State	Zip Code	Former Name(s)		
Phone Number		Email Address			
Last Four Digits of Your SSN		Date of birth	Gender	<input type="radio"/> Male <input type="radio"/> Female	
Race (Choose one or more): <input type="radio"/> American Indian/ Alaska Native <input type="radio"/> Black/African American <input type="radio"/> Asian <input type="radio"/> Native Hawaiian/Pacific Islander <input type="radio"/> White			Ethnicity: <input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic		
School year initial licensure to be active		July 1, _____			
Have you ever held a Montana Educator License?		<input type="radio"/> Yes <input type="radio"/> No	If so, please indicate under what name.		
Have you ever held an educator license from another state?		<input type="radio"/> Yes <input type="radio"/> No	If so, please indicate what state/states.		

Academic and Education Experience

Class 2 licensure requires that all applicants **MUST** have completed a Bachelor's Degree and an educator preparation program that included student teaching.

Original or electronic ("escript") transcripts must be submitted for all colleges or universities attended.

Electronic transcripts must be sent from the college or an official transcript clearinghouse.

We will not accept electronic or scanned transcripts directly from the applicant

Name of College or University	City/State	Degree earned	Major	Minor
Transcripts requested/enclosed <input type="radio"/>		<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Other <input type="radio"/> None	Educator Preparation Program? <input type="radio"/> Yes <input type="radio"/> No	
Transcripts requested/enclosed <input type="radio"/>		<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Other <input type="radio"/> None	Educator Preparation Program? <input type="radio"/> Yes <input type="radio"/> No	
Transcripts requested/enclosed <input type="radio"/>		<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Other <input type="radio"/> None	Educator Preparation Program? <input type="radio"/> Yes <input type="radio"/> No	
Transcripts requested/enclosed <input type="radio"/>		<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Other <input type="radio"/> None	Educator Preparation Program? <input type="radio"/> Yes <input type="radio"/> No	

Application for Endorsement(s)

Please indicate which endorsement(s) you are applying for. A university recommendation from the educator preparation program you have completed will be required to document your eligibility for each endorsement requested. **NO PHOTOCOPIES, SCANNED COPIES, or EMAILED IMAGES will be accepted.** (See Attachment 1 of this application)

<input type="radio"/> Early Childhood (age 3 to grade 3)	<input type="radio"/> Elementary (Kindergarten to grade 8)	<input type="radio"/> Middle Grades (Grades 4-8)	<input type="radio"/> Special Education (pre K -12)
Secondary Endorsements			
Secondary Endorsements	<input type="radio"/> Agriculture	<input type="radio"/> Biology	
	<input type="radio"/> Business & Information Technology	<input type="radio"/> Chemistry	
	<input type="radio"/> Communication	<input type="radio"/> Earth Science	
	<input type="radio"/> Economics	<input type="radio"/> English	
	<input type="radio"/> Family & Consumer Sciences	<input type="radio"/> Geography	
	<input type="radio"/> Health	<input type="radio"/> History	
	<input type="radio"/> Industrial Technology Education	<input type="radio"/> Journalism	
	<input type="radio"/> Marketing	<input type="radio"/> Mathematics	
	<input type="radio"/> Physics	<input type="radio"/> Political Science	
	<input type="radio"/> Psychology	<input type="radio"/> Science (broadfield)	
	<input type="radio"/> Sociology	<input type="radio"/> Social Studies (broadfield)	
	<input type="radio"/> Theatre		
K-12 Endorsements			
K-12 Endorsements	<input type="radio"/> Art	<input type="radio"/> Computer Science	
	<input type="radio"/> English as a Second Language	<input type="radio"/> Health Enhancement	
	<input type="radio"/> Library	<input type="radio"/> Music	
	<input type="radio"/> Physical Education	<input type="radio"/> Reading	
	<input type="radio"/> School Counseling	<input type="radio"/> Traffic Education	
	<input type="radio"/> World Languages: _____		

Character and Fitness Information (answer ALL questions to avoid delays)

Last Name		First Name		MI
1. Do you currently hold or have you ever held a professional certificate, license, or other credential in ANY field (e.g. education, cosmetology, social work, outfitting, acupuncture) in Montana or any other state? If yes, please provide the following information for every certificate, license, or credential.				<input type="radio"/> Yes <input type="radio"/> No
State or Jurisdiction		Type of License		Certificate or License Number
2. Have you ever had adverse action taken against any professional certificate, license, or other credential issued for practice in ANY field, or is any such action pending? If yes, select the actions below and explain on a separate sheet, providing dates, locations, circumstances, and outcome for each incident. Sign and date each page.				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Previously Disclosed
<input type="radio"/> Letter of Warning	<input type="radio"/> Suspension	<input type="radio"/> Voluntary Surrender	<input type="radio"/> Failure to Renew	<input type="radio"/> Other (please describe)
<input type="radio"/> Reprimand	<input type="radio"/> Denial	<input type="radio"/> Revocation	<input type="radio"/> Cancellation	
3. Have you ever resigned or been disciplined, discharged, or asked to resign or retire from a professional position or military service because of allegations of misconduct, or is any such action pending? This includes discipline for failure or refusal to fulfill an employment contract. If yes, explain on a separate sheet, providing dates, locations, and circumstances for each incident. Sign and date each page.				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Previously Disclosed
4a. Have you ever been convicted of any crime (misdemeanor or felony)? If yes, explain on a separate sheet, providing dates, locations, and circumstances for each incident. Sign and date each page . *Most arrests and convictions show up on a background check even if purged or dismissed by a court.				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Previously Disclosed
4b. Have you entered into a pretrial diversion* for any crime? If yes, select from the options below and explain on a separate sheet, providing dates, locations, and circumstances for each incident. Sign and date each page. <i>*A pretrial diversion program is any program that results in dismissal of charges upon satisfaction of conditions such as paying restitution or fines, having no similar offenses for a specified time, performing community service, completing rehabilitation or treatment programs, satisfying probation, etc. Answer "yes" even if you were not required to complete the program.</i>				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Previously Disclosed
<input type="radio"/> Deferred Prosecution	<input type="radio"/> Deferred or Suspended Imposition of Sentence		<input type="radio"/> Deferred Adjudication	
<input type="radio"/> Stay of Adjudication	<input type="radio"/> First Time Offenders Programs		<input type="radio"/> Other Programs (Please describe)	
Taxpayer Identification Number (TIN), Social Security Number (SSN) or Canadian identification number (GST): Section 7 of Public Law 93-579 requires us to advise you of the following in connection with our request for your Taxpayer Identification Number (TIN): Disclosure of your taxpayer identification number is mandatory pursuant to the National Child Protection Act of 1993, 42 USC 5119a and c, which authorizes a state and national criminal history background check to determine the fitness of an employee, volunteer, or other person with unsupervised access to children, the elderly, or individuals with disabilities. Your taxpayer identification number will also be used for verification purposes in connection with college transcripts and other education records pertaining to your application for teacher licensure.				
Taxpayer ID Number, Social Security Number or Canadian ID				
<i>By signing this application, I acknowledge I have read and understood the foregoing. I declare under penalty of perjury the information included in or with my application is true, correct, and complete to the best of my knowledge. I am aware false statements of material fact, misrepresentations, or omissions of material fact in or with this application is grounds for the denial, revocation, or suspension of the license(s) I am seeking.</i>				
Signature:			Date:	
Note: Your application will not be processed until we receive your fingerprint background check results. Have you submitted your background check to the Montana Dept. of Justice? (See instructions on Page 8)			<input type="radio"/> Yes <input type="radio"/> No	

Professional Educators of Montana Code of Ethics

Professional educators recognize and accept their responsibility to create learning environments to help all students reach their full potential. They understand the trust and confidence placed in them by students, families, colleagues, and the community. To achieve their professional purpose, educators strive to maintain the highest ethical standards. The Professional Educators of Montana Code of Ethics sets out these fundamental principles which guide their behavior.

Principle I. Commitment to Students and Families. The ethical educator:

- A. Makes the well-being of students the foundation of all decisions and actions.
- B. Promotes a spirit of inquiry, creativity, and high expectations.
- C. Assures just and equitable treatment of every student.
- D. Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical or illegal practice of any person.
- E. Keeps information confidential that has been obtained in the course of professional service, unless disclosure serves a compelling purpose in the best interest of students, or is required by law.
- F. Respects the roles, responsibilities and rights, of students, parents and guardians.
- G. Maintains appropriate educator-student relationship boundaries in all respects, including speech, print, and digital communications.

Principle II. Commitment to the Profession. The ethical educator:

- A. Fulfills professional obligations with diligence and integrity.
- B. Demonstrates continued professional growth, collaboration and accountability.
- C. Respects the roles, responsibilities, and rights of colleagues, support personnel, and supervisors.
- D. Contributes to the development of the profession's body of knowledge.
- E. Manages information, including data, with honesty.
- F. Teaches without distortion, bias, or prejudice.
- G. Represents professional qualifications accurately.

Principle III. Commitment to the Community. The ethical educator:

- A. Models the principles of citizenship in a democratic society.
- B. Understands and respects diversity.
- C. Protects the civil and human rights of students and colleagues.
- D. Assumes responsibility for personal actions.
- E. Demonstrates good stewardship of public resources.
- F. Exemplifies a positive, active role in school-community relations.
- G. Adheres to the terms of contracts, district policies and procedures, and relevant statutes and regulations.

Adopted by the Certification Standards and Practices Advisory Council July 13, 2016



You must subscribe to the following oath or affirmation before a notary public or other officer authorized by law to administer oaths. (MCA §20-4-104.) "I solemnly swear (or affirm) that I will support The Constitution of the United States of America and The Constitution of the State of Montana."

Declaration

I hereby declare under penalty of perjury the information included in or with my application is true, correct, and complete to the best of my knowledge. In signing this application, I am aware that a false statement of material fact, misrepresentations, or omissions of material fact in or with this application may lead to the denial, revocation or suspension of the license(s) I am seeking. I acknowledge that I have read the Professional Educators of Montana Code of Ethics as provided on the Montana OPI Educator Licensure website.

Table with 4 columns: Name of applicant, Date of Birth, Last 4 numbers of SSN, and an empty column.

Signature of Applicant: _____

This above oath was sworn and the document was signed before me on the _____ day of _____, 20____ (Month) (Year)

By _____ (Print name of signer)

Signature of Notary: _____

Printed Name of Notary: _____

Residing in the State of: _____ County of: _____

Commission Expires: _____

Attachment 1: University Recommendation for Teaching Endorsement

Candidate Information:										
Last Name			First Name				MI			
Address				City		State		Zip Code		
Last Four Digits of SSN		Birth Date		Former Name(s)						
To be completed by the college or university where the applicant completed his/her educator preparation program. Please complete the information requested below and return form to applicant above. NO PHOTOCOPIES, SCANNED COPIES, or EMAILED IMAGES will be accepted.										
Name of College/University and location:										
Is your institution regionally accredited?			<input type="radio"/> Yes <input type="radio"/> No	Name of regional agency:						
Accreditation of Educator Preparation Program		<input type="radio"/> CAEP	<input type="radio"/> NCATE	<input type="radio"/> State	<input type="radio"/> Other: i.e. Alternative route: Please describe _____					
Educator Preparation Program Completed			<input type="radio"/> Early Childhood (Age 3–Grade 3)		<input type="radio"/> Elementary (K-8)		<input type="radio"/> Middle Grades (General-subject Grades 4-8)			
For programs which are NOT NCATE or CAEP Accredited: <small>Montana requires 30 semester credits in an approved major and 20 semester credits in an approved minor; or 40 semester credits in an extended major to qualify for endorsement at the secondary and K-12 levels.</small>										
Secondary Endorsements Mark the area the candidate was prepared to teach and the number of content hours in each area	Approved Subject Area			Content credits	Approved Subject Area			Content credits		
	<input type="radio"/> Agriculture				<input type="radio"/> Biology					
	<input type="radio"/> Business & Information Tech				<input type="radio"/> Chemistry					
	<input type="radio"/> Communication				<input type="radio"/> Earth Science					
	<input type="radio"/> Economics				<input type="radio"/> English					
	<input type="radio"/> Family & Consumer Sciences				<input type="radio"/> Geography					
	<input type="radio"/> Health				<input type="radio"/> History					
	<input type="radio"/> Industrial Technology Ed				<input type="radio"/> Journalism					
	<input type="radio"/> Marketing				<input type="radio"/> Mathematics					
	<input type="radio"/> Physics				<input type="radio"/> Political Science					
	<input type="radio"/> Psychology				<input type="radio"/> Science (broadfield)					
	<input type="radio"/> Sociology				<input type="radio"/> Social Studies (broadfield)					
	<input type="radio"/> Theatre									
K-12 Endorsements Mark the area the candidate was prepared to teach and the number of content hours in each area	<input type="radio"/> Art				<input type="radio"/> Computer Science					
	<input type="radio"/> English as a Second Language				<input type="radio"/> Health Enhancement (PE/Health)					
	<input type="radio"/> Library				<input type="radio"/> Music					
	<input type="radio"/> Physical Education (no Health Prep)				<input type="radio"/> Reading					
	<input type="radio"/> School Counseling				<input type="radio"/> Traffic Education					
	<input type="radio"/> World Languages: _____				<input type="radio"/> Special Education (PK-12)					
Supervised Teaching Experience: All applicants for Montana licensure must provide documentation of a supervised teaching experience when applying for initial Montana licensure. Enter course Code/Number										
For teachers completing a program to add an additional endorsement—the supervised teaching experience may be waived by the educator preparation program if the educator has completed a supervised teaching experience in another area.					Supervised teaching experience requirement waived <input type="radio"/> Yes <input type="radio"/> No					
I attest that the above named candidate <u>has completed</u> an accredited teacher education program in the endorsement area indicated above. The program completed leads to licensure in the state of _____.										
Signature			Phone Number							
Printed name and title					College Seal					
Date	Email Address									



How to Initiate your Fingerprint Background Check

1. Go to your local law enforcement agency or any other agency offering fingerprinting services. Request that your fingerprints be taken for a background check. There may be a charge for this service. **Fingerprints must be clear. Smudged or unclear prints will be rejected. Therefore we recommend that you complete two fingerprint cards to ensure that your background check can be completed in a timely manner.**
2. Fill out all sections of the fingerprint cards with your personal information as needed. **Do not fold the completed fingerprint cards.**
3. Complete the following sections as instructed below:

Employer and Address: Montana Office of Public Instruction
Educator Licensure Division
PO Box 202501
Helena, MT 59620-2501

Reason Fingerprinted: Montana Educator Licensure
ARM 10.57.201A

ORI: MT025025Y
DOJ-ST ID BUR
Helena, MT

4. **Mail the completed fingerprint cards along with a Check for \$27.25 payable to the Montana Department Of Justice to the following address:**

Montana Department of Justice
PO Box 201403
Helena, MT 59620-1403

DO NOT MAIL YOUR FINGERPRINT CARDS TO THE OFFICE OF PUBLIC INSTRUCTION

If you do, the cards will be returned to you and your application for licensure will be delayed. The fingerprint cards must be sent to the Montana Department of Justice at the address above.

5. **You will need to complete a separate fingerprint based background report for both OPI and your school.** OPI cannot share the results with your school and your school cannot share the results with OPI.

For questions regarding the status of your background check call 406-444-3150. We will notify you by letter of rejected fingerprints and provide instructions on how to complete the process again.