Elsie Arntzen, Superintendent
PO Box 202501
Helena, MT 59620-2501
406-444-3680
www.opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First A⁺

EMERGENCY AUTHORIZATION OF EMPLOYMENT
Element/Document Guidance

ELEMENT DIRECTIONS:

1. **EDUCATOR ENDORSEMENT** – completed by the District User
   a. Select the endorsement area(s) in which the applicant will be using the EAE for.

2. **EMPLOYMENT INFORMATION** – completed by the District User
   a. Provide information about the position, content, grade level, etc.;
   b. Attach a copy of the job posting for the current school year (showing a reasonable effort was made to find a qualified applicant) *It must have been posted at a minimum of 30 days ago;
   c. Attach evidence of how many applicants applied for the position;
   d. Attach evidence of how many applicants were interviewed for the position;
   e. The district Superintendent (or designee) will need to provide an electronic signature.

3. **EDUCATOR QUALIFICATIONS** – completed by the Applicant
   a. Attach a copy of the applicant's current resume that showcases the work experience for the position.
   b. You can attach other documents here as well as evidence.

4. **COUNTY SUPERINTENDENT** – completed by the District User
   a. The county Superintendent will need to provide an electronic signature.

5. **Notary Page** – completed by the Applicant
   a. Attach the completed notary page.

6. **BACKGROUND CHECK** - completed by the Applicant
   a. The applicant needs to get fingerprints done and sent to the Department of Justice.
   b. The OPI will receive the results from the DOJ that will complete this element.

7. **CHARACTER AND FITNESS** – completed by the Applicant
   a. The applicant needs to answer all four questions.
   b. If they answer yes to any, they will need to include a letter of explanation as an attachment.
   c. The background check received from the DOJ **must match** the applicant's responses on the Character and Fitness or the application will not be approved.

If you still have questions contact the licensure team at cert@mt.gov.