



## Montana Educator License Process for a Foreign National

**Attention: Without a TIN or SSN issued by the United States you will not be able to begin the application process!**

These are the steps for a foreign national applicant to follow when applying for a Montana educator license:

- **Applicant applies online at: [Teach Montana](#)**  
A Virtual Private Network (VPN) is needed to access the licensure system while overseas. They may Google VPN and find information explaining the network as well as finding numerous VPN's to select from.
- **Applicant chooses a foreign evaluation credentialing agency and submits their foreign transcripts to them for evaluation.** The [National Association of Credential Evaluation Services](#) (NACES) is a trusted organization with a multitude of agencies that provide this evaluation service. OPI accepts evaluations which have been completed by agencies vetted through NACES; others may be rejected.
  - The role of the foreign credential evaluation agency is to determine the equivalency of the candidate's foreign educator preparation program to a US educator preparation program. The agency provides the results of their evaluation in their Summary section. **This information is what Licensure relies on for determining qualification and endorsement area(s).**
  - **An acceptable evaluation must include:**
    1. A course-by-course analysis of each foreign transcript
    2. Documentation of a supervised teaching experience

**NOTE:** Be sure to submit all transcripts applicable to your Montana educator license to the credential evaluation agency. The candidate is responsible for any charge associated with the foreign transcript evaluation. *Canadian students applying directly to Montana for licensure must submit a foreign credential evaluation. Canadian students whose credits have been accepted by a Montana university may waive this requirement.*

### Documents Required:

- **The applicant must submit the following documents through Teach Montana:**
  - A completed evaluation of foreign transcripts through a NACES agency (**\*You can begin this process prior to starting your application**);
  - Notary page; and
  - Completion certificate for An Introduction to Indian Education for All in Montana.
- **The applicant must submit fingerprint cards to the Montana Department of Justice.** See Fingerprint Instructions in the Help Section of Teach Montana (click on the ? at the top right of your screen).

**Requirements and additional documents needed for licensure in MT on next page.**

- **Requirements for Educator Licensure in Montana:**

- **Class 1:** Eligibility for the Class 2 Standard Teacher's license (*see below*) **AND** a master's degree in education or an endorsable teaching area from a regionally accredited college or university OR certification by the National Board for Professional Teaching Standards.
- **Class 2:** A bachelor's degree from a regionally accredited college or university **AND** completion of an approved educator preparation program including appropriate supervised teaching experience **AND** Completion of the online course "Introduction to Indian Education for All in Montana" **AND** proof of **ONE** of the following:
  1. A current standard, unrestricted out-of-state educator license **AND** two years of successful teaching experience **OR**
  2. A minimum passing score on the Praxis Subject Assessment **OR**
  3. A passing score on a student teaching portfolio verified by the appropriate official from the educator preparation program **OR**
  4. A 3.00 or higher coursework GPA and verified by the appropriate official from the educator preparation program.
- **Class 5:** Verification of a bachelor's degree from a regionally accredited college or university **AND** completion of the online course "Introduction to Indian Education for All in Montana", **AND** a current Montana address or job offer in a P-12 school in Montana, **AND** qualify for one of the below:
  1. **Class 5A-** Issued to individuals seeking their initial Montana educator license who meet all licensure requirements except need successful completion of the Montana required Praxis test.
  2. **Class 5B-** Issued to individuals who hold a bachelor's degree from a regionally accredited college or university but have not completed an approved educator preparation program.
  3. **Class 5C-** Issued to individuals seeking a license in Montana whose degree is more than five years old, do not hold a current standard, unrestricted educator license, and have not earned 60 professional development units within the five- year period preceding the effective date of the license.

**NOTE:** If an applicant has a degree that is more than five (5) years old and does not have a current out-of-state license must earn six (6) semester credits through a regionally accredited college or university with US equivalency within the five-year period preceding the effective date of the license.

If the applicant meets all other licensure criteria except the completion of six (6) semester credits through a regionally accredited college or university with US equivalency within the past five (5) years, they may receive a Class 5C Provisional License. The 5C license allows for three years to complete the 60 professional development units or six (6) semester credits through a regionally accredited college or university as defined in ARM 10.57.215(4).