Check the status of your application

Where do I find my application status?

There are two places you can check the status of your application:

1. From your **Dashboard** when you log into TMT

APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE
Class 2 Standard Teacher's License Class 2 Standard Teacher License	Started	12/5/2022	Not Submitted

2. From your **Profile**/Licenses/Applications section

Applications   + New

APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE
Class 2 Standard Teacher's License Class 2 Standard Teacher License	Started	12/5/2022	Not Submitted

What do I need to do to Submit my application?

Before you make payment and submit your application, you will need to be sure all application elements have been confirmed. You should confirm the Background Check element once you have downloaded the Fingerprint Background Check Supplement.pdf (for your records), and follow the instructions on the FBCInstructions.pdf to submit your fingerprint cards to the MT DOJ:

Element Confirmation

☑

By checking the box I agree that I have read and understand the foregoing and my certification is true and correct to the best of my knowledge and belief. It also acknowledges that the Office of Public Instruction has informed me of my privacy rights for fingerprint-based background check requests used by the OPI for non-criminal justice purposes.

How do I know what I am missing so that I can make payment?

Once you have clicked into your application, you will be taken to the Application Summary. This view shows you an overview of status of each application Element. Look at the Submission Status to see which element you still need to complete:

Application Summary

Montana Class 2 Educator Licensure

Class 2 Rules

Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY
Educator Endorsement *	⊘	Applicant, EPP User
Degrees *	⊘	Applicant, EPP User
Out of State Recommendation *	○	Applicant
Experience *	⊘	Applicant
Indian Education for All *	⊘	Applicant
Affirmation: US and Montana Constitution *	○	Applicant
Background Check *	⊘	Applicant
Character and Fitness *	⊘	Applicant

* indicates a required element

⚠ You must confirm all requirements and the character and fitness portion before you may submit this application.

Once you have uploaded all the documents you need to upload, and confirmed each application element, your Application Summary will give you the Proceed to Payment option:

Application Summary

Montana Class 2 Educator Licensure

Class 2 Rules

☷ Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Educator Endorsement *	⊘	Applicant, EPP User	
Degrees *	⊘	Applicant, EPP User	
Out of State Recommendation *	⊘	Applicant	
Experience *	⊘	Applicant	
Indian Education for All *	⊘	Applicant	
Affirmation: US and Montana Constitution *	⊘	Applicant	
Background Check *	⊘	Applicant	
Character and Fitness *	⊘	Applicant	N/A

* indicates a required element

Proceed to Payment