Elsie Arntzen, State Superintendent
Montana Office of Public Instruction

P.O. Box 202501
Helena, MT 59620-2501
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)
opi.mt.gov

Verification of Administrative Experience
At a State Accredited P-12 School (ARM 10.57.413)

Applicant Information, Please Print:

Last Name	First Name	MI or Maiden
Mailing Address	City and State	Zip Code
Last Four Digits of SSN	Former Name(s)	

The following information is to be completed by the applicant's current and/or previous School District, please note:

- **This document must be signed by: Human Resource official, the School Board Chair or any other person in direct supervision of the applicant.**
- **The employment history must cover a consecutive, successful five-year work history.**
- **When completed and signed by appropriate official, please mail this form to: Montana Office of Public Instruction, PO Box 202501, Helena, MT 59620-2501 ATTN: Licensure**

School District Information, Please Print:

School Official's Name	School Official's Title	School District
School District Address	City and State	Zip Code

Was this school accredited by the state of occupancy during the time of applicant's tenure?

- ○ Yes
- ○ No

Was the applicant employed as a licensed and appropriately assigned administrator in your school?

- ○ Yes
- ○ No

Employed from: _____ to: _____
(month/year)

Please check the administrative level the applicant held at your district:

- ○ Elementary Principal
- ○ Secondary Principal
- ○ K-12 Principal
- ○ K-12 Superintendent
- ○ Supervisor

Full time?	Part time?	If "Yes", FTE Equivalent?
○ Yes	○ Yes	(i.e. .25 for ¼ time) _____
○ No	○ No	

I verify that the work experience and eligibility for licensure information provided on all pages of this document are correct to the best of my knowledge.

Signature: _____

Printed Name and Title: _____

Date: _____ **Email Address:** _____ **Phone:** _____

Evidence of Eligibility for Licensure and Endorsement			
The applicant must demonstrate successful experience as outlined by the following criteria:	**Please describe the evidence of applicant's skills and qualifications in meeting the required criteria:**	**Verification by identified school official on page 1. Evidence has been verified and found to be acceptable:**	
		Yes (initial)	**No (please explain)**
Ability to facilitate the development, articulation, implementation and stewardship of a school or district vision of learning supported by the school community.			
Promote the development of the full educational potential of each person through our public schools by advocating, nurturing and sustaining positive school culture and instructional program conducive to student learning; staff professional growth based upon current brain-based research for effective teaching and learning; and exhibiting genuine concern for students.			
Ensure proper management of the organization, operations and resources for a safe, efficient and effective learning environment to develop the full educational potential of each person with the use of data and time management.			

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		Yes (initial)	**No (please explain)**
Collaborate with families and other community members, respond to diverse community interests and needs, including American Indians and tribes in Montana and mobilize community resources in order to fully develop the educational potential of each person.			
Act with integrity, fairness and in an ethical manner in order to develop the full educational potential of each person through our public schools by exhibiting open-mindedness, integrity, consistency and ethics.			
Understand, respond to and influence the larger political, social, economic, legal and cultural context in order to develop the full educational potential of each person through our public schools. Assess, analyze and anticipate emerging trends and initiatives in order to advocate for children, families and caregivers by acting to influence local, district, state and national decisions affecting student learning through the knowledge of community, understanding of political climate and community relations and resources.			

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		Yes (initial)	**No (please explain)**
Completed an internship/field experience that provided at least 216 hours of significant opportunities to synthesize and apply the knowledge, and practice and develop the skills identified above through substantial, sustained, standards-based work in real settings, planned and guided cooperatively by the institution and properly administratively endorsed school district personnel for graduate credit.			