



Montana

Office of Public Instruction

Montana Educator Licensure System

December 14, 2021

Montana Office of Public Instruction



Overview

In preparation for this upgraded system, we need to let you know a few key dates about new applications and renewals.

- **December 31, 2021:** MSEIS will close to the public
- **January 1, 2022 to May 6, 2022:** Accepting complete paper applications
- **June 1, 2022:** New System Launches



Renewals

- **Renewals:** There are 2 options for renewals during the transition phase:
- Beginning January 1 – May 6, 2022, you can complete a paper application and mail hard copy documents and payment to:
 - Montana Office of Public Instruction
Attn. Educator Licensure
PO Box 202501
Helena, MT 59620
- Wait until the new system is active on June 1st to submit your renewal



Fall 2021 Montana College and University Graduates

- **Fall 2021 Montana College and University Graduates:** There are 3 options:
- Before December 31, 2021, you can apply online and mail or email documents up until February 28, 2022.
- After December 31, 2021 to May 6, 2022, you can submit a **paper application** for initial licensure. The Montana college or university representative will be able to complete the University Recommendation through MSEIS until February 28, 2022. After February 28, a college or university representative will need to submit a paper UR.
- Wait until the new system is active on June 1st to submit your application.



New Applications, Upgrades & Reinstatements

- Before December 31, 2021, you can apply online and mail documents up until February 28, 2022.
- After December 31, 2021 to May 6, 2022, you can submit a **complete paper application** for initial licensure. Incomplete applications will not be accepted and will be returned.



Open Applications

- You should try to get documents submitted through MSEIS prior to it shutting down on December 31st.
- After December 31, 2021, documents will be accepted by mail until February 28, 2022.



OPI Staff

- **Crystal Andrews**, Educator Licensure Director
- **Bekki Flanagan**, Licensure Specialist
- **Lorri Weiss**, Licensure Specialist
- **Virginia Diaz**, Licensure Specialist
- **Julie Murgel**, Senior Manager of School Improvement and Innovation
- **Zam Alidina**, Project Manager



Q: Why is the OPI getting a new licensing system?

A: The current licensing system does not allow online applications for all of the different classes of licenses nor an evaluation system to allow efficient license processing. The process for uploading an application to the issuance of a license takes a significant amount of time. Communication is also outside of the licensing system and does not directly connect the applicant to the specialist. Below are just some of the areas of improvement that you will see in the new system:

- The system automatically imports records from ETS (Praxis), Department of Justice, etc.
- The applicant can update personal information or can submit new information through the system.
- The system accepts all types of files (not just PDFs).
- The system has communication tools that allow the applicant and the specialist to send notes to each other.
- The system has a progress meter, workflow, and can be saved and returned to later.
- The system will not put an application in a specialist's queue until the application is complete.
- The system has reminder management tools through a dashboard that allows the applicant to check the status of their application .
- The system includes increased options for district personnel and features for Montana Educator Preparation programs.
- Once an application is processed, a certificate can be printed and an applicant will no longer have to wait for it in the mail.



Q: Why is MSEIS shutting down to the public on December 31?

A: MSEIS is shutting down to the public at the end of the year because the OPI will be working with Randa Solutions to create a new more efficient, streamlined, and user-friendly teacher licensure system. The main reason we are shutting down the system is to provide necessary time for Randa and the OPI to transfer a complete set of data and licenses from the current system and prevent the transfer of incomplete applications or files. Randa and OPI will also design and test the new system, learn and teach others how to use the system, and update the webpage and user guides.



Q: What if I need to renew my license in 2022 while MSEIS is shut down?

A: Licenses do not expire until June 30, 2022. If you need to renew your license in 2022, you have two options. One, you can submit a completed paper application starting January 1, 2022 until May 6, 2022. Staying with current processes, we will continue to audit applications. If you are selected by random, you will be notified by email from the OPI. Otherwise, mail in the complete application (3 pages) and fee only. Submit your complete application and fee starting January 1, 2022 to the Office of Public Instruction • Attention: Educator Licensure • P.O. Box 202501 • Helena, MT 59620. Incomplete applications will not be accepted and returned. The second option is to wait until the new system is live on June 1st to submit your renewal.



Q: How do I pay my fee while the system is shut down?

A: You will need to mail a check or money order for the amount due to Office of Public Instruction • Attention: Educator Licensure • P.O. Box 202501 • Helena, MT 59620 with your completed application.

Resource: [Licensure Update- How the Process Works](#)
-additional support along with checklists for each type of license at the bottom of the page.



Q: Am I able to renew my application before the December 31st shut off?

A: You are not able to apply for your license renewal before the first of the year. If your license is due to expire on June 30, 2022, you can submit a complete paper renewal application starting January 1, 2022 through May 6, 2022 or wait until the new online system is up and running which is set to be June 1, 2022. The expiration date for a 2022 renewal is June 30, 2022 however there is a two-month grace period and you have until August 31, 2022 to complete your professional development and apply for your license renewal.



Q: How will the communication work between MT Colleges and Universities and OPI?

A: Fall 2021 Montana graduates will be able to submit a **paper application** for licensure. The Montana college or university representative will be able to complete the University Recommendation through MSEIS until February 28, 2022. After February 28, a college or university representative will need to submit a paper University Recommendation.



Q: Is there a way to check on the status of a license?

A: Anyone with an open application should be trying to get documents submitted through MSEIS prior to it shutting down and while you are still able to view any deficiencies in the system. After January 1, 2022, you can either email our team at cert@mt.gov or call (406) 444-3150 during our phone hours which are M-TH 12:00- 4:30 MST. If you do not have a completed application by May 6, 2022, you will need to wait until June 1, 2022 to resume with the application process in the new system.



We are here to help!

- You can either email our team at cert@mt.gov or call (406) 444-3150 during our phone hours which are M-TH 12:00- 4:30 MST.



Resources

OPI Website: opi.mt.gov/Educators/Licensure

P.O. Box 202501 • Helena, MT 59620-2501 Calendar About Us

OFFICE OF PUBLIC INSTRUCTION
ELIZABETHAN STATE SUPERINTENDENT

PUTTING MONTANA STUDENTS FIRST

Search...

Families & Students Educators Leadership Contact Safety & Student Support

Educator Licensure

Welcome to Montana Educator Licensing

Important & Exciting News for Montana Educators!

The Montana State Educator Information System (MSEIS) is getting ready to be replaced by a more efficient, user-friendly licensing system. The new system will go live on June 1, 2022. We have contracted with Randa, a company that has recently rebuilt licensing systems for Colorado, Kentucky, and Tennessee. We are excited to provide an upgraded system designed with the educator in mind that offers each educator a streamlined application process.

In preparation for this upgraded system, we need to let you know a few key dates about new applications and renewals.

The MSEIS system will close effective December 31, 2021 to the public.

Renewals: There are 2 options for renewals during the transition phase:

- Beginning January 1 – May 6, 2022, you can complete [a paper application](#) and mail hard copy documents and payment to:
 - Montana Office of Public Instruction
 - Attn: Educator Licensure
 - PO Box 202501