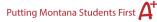
Elsie Arntzen, Superintendent PO Box 202501 Helena, MT 59620-2501 406-444-3680 www.opi.mt.gov OFFICE OF PUBLIC INSTRUCTION STATE OF MONTANA





## 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.;
  - 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. <u>Attach a copy</u> 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. <u>Attach</u> 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 <u>cert@mt.gov</u>.







