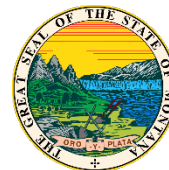


Montana Educator Licensure

Effective January 1, 2025



Fees

Class of License	Fee	Length of License
Class 1, 3, 6	First-Time MT License - \$95.00* Subsequent License(s)- \$85.00	5 years
Class 2, 4, 5, 7, 8	First-Time MT License- \$80.00* Subsequent License(s)- \$70.00	Class 2,4,7,8- 5 years Class 5A- 1 year Class 5B/C- 3 years
<i>*The non-refundable \$10.00 processing fee for all initial applications is included above.</i> Montana Code Annotated 2021, 20-4-109		
Non- License	Fee	Expiration
Emergency Authorization of Employment (EAE)	First-Time Applicant- \$12.00* Subsequent Applicant- \$6.00	1 year
Internship	\$17.00	1 year
<i>*The non-refundable \$6.00 processing fee for all initial applications is included above.</i> Montana Code Annotated 2021, 20-4-111		
Additional Fees	Fee	Description
Reinstatement of License	Varies depending on the license	See the first table for subsequent license fees.
Upgrade a License	\$70.00 \$85.00 \$85.00	Upgrade a Class 5 to a Class 2 license. Upgrade a Class 2 or 5 to a Class 1 license. Upgrade a Class 5 to a Class 3 license.
Adding an Endorsement to License	Varies depending on the license	See the first table for subsequent license fees.

How To Pay

Payments are part of the application process in the TeachMT licensure system. Electronic payment is the only acceptable payment method. Applicants are responsible for payment except for Emergency Authorization of Employment. The school district that is applying is responsible for payment.

Refund Policy

Fees are NOT refundable. Please ensure you select and submit the correct application as the OPI fee will not apply toward a future or corrected application and will need to be paid with each application submitted. Once an individual submits an application and related processing fee, OPI will under no circumstances refund the fee.

Return Fee Policy

If for some reason a payment is returned, OPI is charged by a third-party provider to cover the cost of the fee. The applicant will be notified of the returned payment and has 30 days to submit a money order/cashier check to the OPI for the amount of the payment. If the applicant does not submit payment, his/her license will be voided and the applicant will have to reapply.