



Montana Educator License Process for a Foreign National

Attention: Without a TIN or SSN issued by the United States you will not be able to begin the application process!

These are the steps for a foreign national applicant to follow when applying for a Montana educator license:

- **Applicant applies online** at: [Teach Montana](#)
A Virtual Private Network (VPN) is needed to access the licensure system while overseas. Google VPN to find information explaining the network, and numerous VPN's to select from.
- **Applicant chooses a foreign evaluation credentialing agency and submits their foreign transcripts to them for evaluation.** The [National Association of Credential Evaluation Services](#) (NACES) is a trusted organization with a multitude of agencies that provide this evaluation service. OPI accepts evaluations which have been completed by agencies vetted through NACES; others may be rejected. [NACES Current Members](#)
 - The role of the foreign credential evaluation agency is to determine the equivalency of the candidate's foreign educator preparation program to a US educator preparation program. The agency provides the results of their evaluation in their Summary section. **This information is what Licensure relies on for determining qualification and endorsement area(s).**
 - **An acceptable evaluation must include:**
 1. A course-by-course analysis of each foreign transcript
 2. Documentation of a supervised teaching experience

NOTE: Be sure to submit all transcripts applicable to your Montana educator license to the credential evaluation agency. The candidate is responsible for any charge associated with the foreign transcript evaluation. *Canadian students applying directly to Montana for licensure must submit a foreign credential evaluation. Canadian students whose credits have been accepted by a Montana university may waive this requirement.*

- **The applicant must submit the following documents through Teach Montana:**
 - A completed evaluation of foreign transcripts through a NACES agency (***You can begin this process prior to starting your application**);
 - Notary page; and
 - Completion certificate for An Introduction to Indian Education for All in Montana.
- **The applicant must submit fingerprint cards to the Montana Department of Justice.** See Fingerprint Instructions in the Help Section of Teach Montana (click on the ? at the top right of your screen).

Requirements and additional documents needed for licensure in MT on next page.

- **Requirements for Educator Licensure in Montana:**

- **Class 1:** Eligibility for the Class 2 Standard Teacher's license (*see below*) **AND** a master's degree in education or an endorsable teaching area from a regionally accredited college or university OR certification by the National Board for Professional Teaching Standards.
- **Class 2:** A bachelor's degree from a regionally accredited college or university **AND** completion of an approved educator preparation program including appropriate supervised teaching experience **AND** Completion of the online course "Introduction to Indian Education for All in Montana" **AND** proof of **ONE** of the following:
 1. A current standard, unrestricted out-of-state educator license **AND** two years of successful teaching experience **OR**
 2. A minimum passing score on the Praxis Subject Assessment **OR**
 3. A passing score on a student teaching portfolio verified by the appropriate official from the educator preparation program **OR**
 4. A 3.00 or higher coursework GPA and verified by the appropriate official from the educator preparation program.
- **Class 5:** Verification of a bachelor's degree from a regionally accredited college or university **AND** completion of the online course "Introduction to Indian Education for All in Montana", **AND** a current Montana address or job offer in a P-12 school in Montana, **AND** qualify for one of the below:
 1. **Class 5A-** Issued to individuals seeking their initial Montana educator license who meet all licensure requirements except need successful completion of the Montana required Praxis test.
 2. **Class 5B-** Issued to individuals who hold a bachelor's degree from a regionally accredited college or university but have not completed an approved educator preparation program.
 3. **Class 5C-** Issued to individuals seeking a license in Montana whose degree is more than five years old, do not hold a current standard, unrestricted educator license, and have not earned 60 professional development units within the five- year period preceding the effective date of the license.

NOTE: If an applicant has a degree that is more than five (5) years old and does not have a current out-of-state license must earn six (6) semester credits through a regionally accredited college or university with US equivalency within the five-year period preceding the effective date of the license.

If the applicant meets all other licensure criteria except the completion of six (6) semester credits through a regionally accredited college or university with US equivalency within the past five (5) years, they may receive a Class 5C Provisional License. The 5C license allows for three years to complete the 60 professional development units or six (6) semester credits through a regionally accredited college or university as defined in ARM 10.57.215(4).