

TeachMT

Internships

<https://teachmontana.com>

An Internship is an agreement between a fully licensed Class 1, 2, or 3 educator, the school district, and a Montana accredited educator preparation program (EPP). If an educator qualifies for a teaching endorsement internship, an application must be submitted within the TeachMT (TMT) system.

- The College/University should initiate the application for the educator. Once the application is started, an automated notification will be sent to the educator’s email letting them know the Internship application has been started on their behalf.
- The Applicant will need to access their TMT account to complete the application elements that should be completed by the Applicant.
- The District should be notified by either the College/University, or by the Applicant so the District User can complete the District User element of the application.

Note: While the application must be initiated by the College/University, a specific completion order is not required for Internship applications. Once all application elements have been completed, the **Submit Application** button can be pressed by any one of the parties in the agreement.

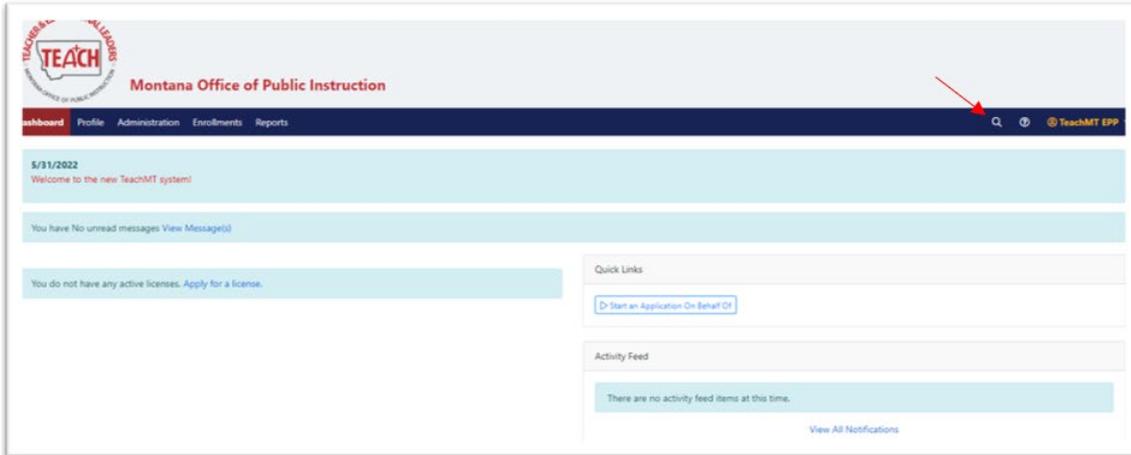
Contents

EPP.....	2
District	7
Educator/Applicant.....	10

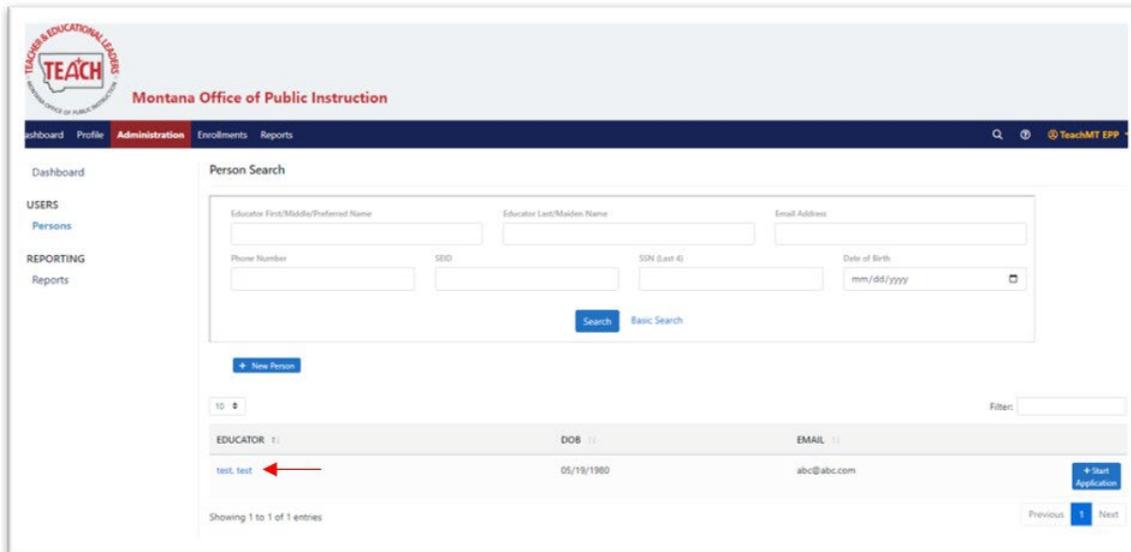
EPP

An internship is started by an EPP User.

To add an internship for an educator, log into your own TMT account and click on the magnifying glass in the right corner.



Search for your candidate in the Person Search using any combination of their information.



Once their name populates click on the educator's name.

Once you have clicked on the name you will be at your candidate's Profile. From the left navigation, click on **Applications**.

The screenshot shows a user profile page for 'test test (222713)'. The left sidebar contains navigation links: Profile, Account Settings, Notifications, LICENSES (with 'Applications' highlighted and a red arrow pointing to it), Licenses, GENERAL (with 'Documents' and 'PRAXIS Tests'), EDUCATION (with 'Degrees', 'Enrollments', and 'Out of State License'). The main content area is titled 'Personal Information' with an 'Edit' button. It lists fields: SEID (222713), SSN (XXX-XX-2621), Full Name (test test), Date of Birth (5/19/1980), Email (Primary) (abc@abc.com), Email (Secondary), Addresses (market st, phoenix AZ 12345 with a '+ Add' button), and Phone Numbers ((123) 4567890 - Home with a '+ Add' button).

Click **+New** at the top of the page.

The screenshot shows the 'Applications' page for the same user. The top navigation bar includes 'Dashboard', 'Profile' (highlighted), 'Administration', 'Enrollments', and 'Reports'. The left sidebar has 'Profile', 'Account Settings', 'Notifications', LICENSES (with 'Applications' highlighted), and 'Licenses'. The main content area is titled 'Applications' with a '+ New' button highlighted by a red arrow. Below the title is a table with the following data:

APPLICATION
Class 5 Provisional Specialist License
Class 5B Provisional License

From the **Select an EPP Restricted Application** menu at the bottom of the page, choose the correct Endorsement Internship application option and then click **Next**.

The screenshot shows the 'Applications' section of a web interface. On the left, there is a sidebar with 'test test (222713)' and 'Select Request Type(s)'. The main area has a heading 'Applications' and a sub-heading 'Please select a request type below to begin the process of an application. The system will ask a few clarifying questions where applicable to help guide to the right application.' Below this are several checkboxes for different roles: Add Endorsement, Administrator, School Counselor, School Psychologist, Dual Credit Post-Secondary Faculty Educator, and Career and Technical Educator (Holds MT Teacher License). A dropdown menu labeled 'Select a EPP Restricted Application' is open, showing 'Teaching Endorsement Internship' selected. At the bottom, there are 'Return' and 'Next' buttons. A red arrow points to the 'Next' button.

Click **Start Application**.

The screenshot shows the 'Applications' section after selection. The heading is 'Applications' and the sub-heading is 'Based on your selections, we have determined that you would like to start the application listed below'. Below this is 'Teaching Endorsement Internship' with a bullet point 'Teaching Endorsement Internship'. At the bottom, there are 'Restart' and 'Start Application' buttons. A red arrow points to the 'Start Application' button.

Once the application has been started you will be taken into the application to the Overview section of the application.

As the EPP User, you will need to complete both the **Educator Endorsement** and the **Role of Montana College/University** elements.

The screenshot shows the 'Teaching Endorsement Internship Overview' page. At the top, there is a yellow warning banner: 'The character and fitness portion of this application has not been completed.' Below this is a 'Delete Application' button. The main heading is 'Teaching Endorsement Internship Overview'. Below this is a sub-heading 'To qualify for the Teaching Endorsement Internship Program, the teaching intern must:' followed by three bullet points. Below this is a 'Requirements' table. The table has four columns: ELEMENT, SUBMISSION STATUS, SUBMITTED BY, and REVIEW STATUS. The first two rows are highlighted with a red box: 'Educator Endorsement *' and 'Role of Montana College/University *'. Below the table is a note: '* indicates a required element'. At the bottom, there is an 'Attachments' section with a table for adding attachments, including columns for NAME, DESCRIPTION, TYPE, CREATED BY, CREATED ON, and CONFIDENTIAL LEVEL. There are 'Choose file', 'Browse', 'Enter Description', and '+ Add' buttons.

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Educator Endorsement *	<input type="radio"/>	EPP User	
Role of Montana College/University *	<input type="radio"/>	EPP User	
Role of Cooperating School District *	<input type="radio"/>	District User	
Role of Teacher *	<input type="radio"/>	Applicant	
Character and Fitness *	<input type="radio"/>	Applicant	N/A

To complete the Educator Endorsement element, click **Educator Endorsement** link.

test test (222713)

Teaching Endorsement Internship

Montana State University - Billings

Teaching Endorsement Internship

Teaching Endorsement Internship Overview

Teaching Endorsement Internship Overview

Delete Application

To qualify for the Teaching Endorsement Internship Program, the teaching intern must:

- Hold a current Montana teaching license;
- Be under contract with a Montana school district or have a contract offer pending enrollment in the Board of Public Education Teaching Endorsement Program;
- Be enrolled in the Board of Public Education approved internship programs offered by one of the accredited educator preparation programs within the bounds of the state.

Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY
Educator Endorsement *	<input type="checkbox"/>	EPP User
Role of Montana College/University *	<input type="checkbox"/>	EPP User
Role of Cooperating School District *	<input type="checkbox"/>	District User
Role of Teacher *	<input type="checkbox"/>	Applicant
Character and Fitness *	<input type="checkbox"/>	Applicant

* indicates a required element

Once you have selected the appropriate endorsement from the drop-down menu, check the box in the blue Element Confirmation area and click **Save & Continue**.

Educator Endorsement

Select the endorsement(s) you have completed in your educator preparation program.

Endorsement:

Element Confirmation

I have selected the endorsement(s) I have been prepared to teach.

← Back to Overview

Save Save & Continue →

Complete the Role of Montana College/University by adding your PIN and clicking **Sign**. (PINs are automatically created when a person record is created. Click **Forgot your PIN?** to view your assigned PIN.)

Role of Montana College/University

1. Pursuant to ARM 10.55.707(1)(b), the Montana College/University must:

1. Make provisions to provide the appropriate coursework or the acceptable approved equivalent that leads to endorsement;
2. Provide periodic supervision and evaluation of the intern;
3. Supply list of teaching interns to the Montana OPI Licensure Unit by the first Monday in October each year; and
4. Notify the Montana OPI Licensure Unit of any change in status of the intern.

PIN: [Forgot your PIN?](#)

I agree to comply with the duties and provisions of ARM 10.55.707(1)(b)

Once the elements are confirmed, click on **Overview** in the left navigation.

test test (222713)

Teaching Endorsement Internship

Started

Montana State University - Billings

Teaching Endorsement Internship

Overview ←

ELEMENTS

Educator Endorsement ☑

Role of Montana College/University ☑

Role of Cooperating School District ○

Role of Teacher ○

Character & Fitness ○

Summary

APPLICANT

View User Profile

Role of Montana College/University

1. Pursuant to ARM 10.55.707(1)(b), the Montana College/University must:

1. Make provisions to provide the appropriate coursework or the acceptable approved equivalent that leads to endorsement;
2. Provide periodic supervision and evaluation of the intern;
3. Supply list of teaching interns to the Montana OPI Licensure Unit by the first Monday in October each year; and
4. Notify the Montana OPI Licensure Unit of any change in status of the intern.

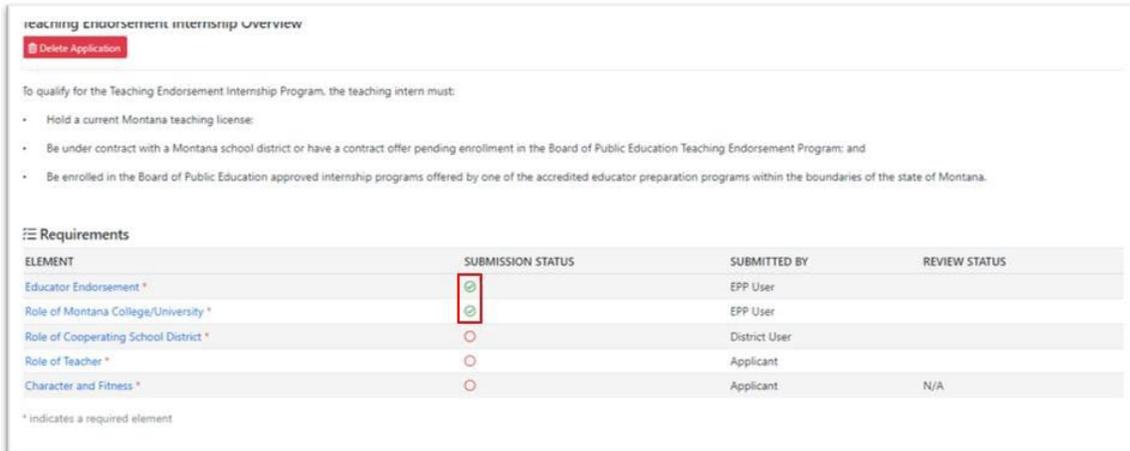
06/30/2022 01:08 PM
TeachMT EPP
Certification Officer (EPP) @
Montana State University - Billings

I agree to comply with the duties and provisions of ARM 10.55.707(1)(b)

Element Confirmation

Electronic signature confirms this element

You should see green check marks next to each of the elements that were just completed.



Teaching Endorsement Internship Overview

[Delete Application](#)

To qualify for the Teaching Endorsement Internship Program, the teaching intern must:

- Hold a current Montana teaching license;
- Be under contract with a Montana school district or have a contract offer pending enrollment in the Board of Public Education Teaching Endorsement Program; and
- Be enrolled in the Board of Public Education approved internship programs offered by one of the accredited educator preparation programs within the boundaries of the state of Montana.

Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Educator Endorsement *	✔	EPP User	
Role of Montana College/University *	✔	EPP User	
Role of Cooperating School District *	○	District User	
Role of Teacher *	○	Applicant	
Character and Fitness *	○	Applicant	N/A

* indicates a required element

Be sure to communicate with whoever else has not yet completed their application elements, to let them know they should follow the instructions for their portion of the application.

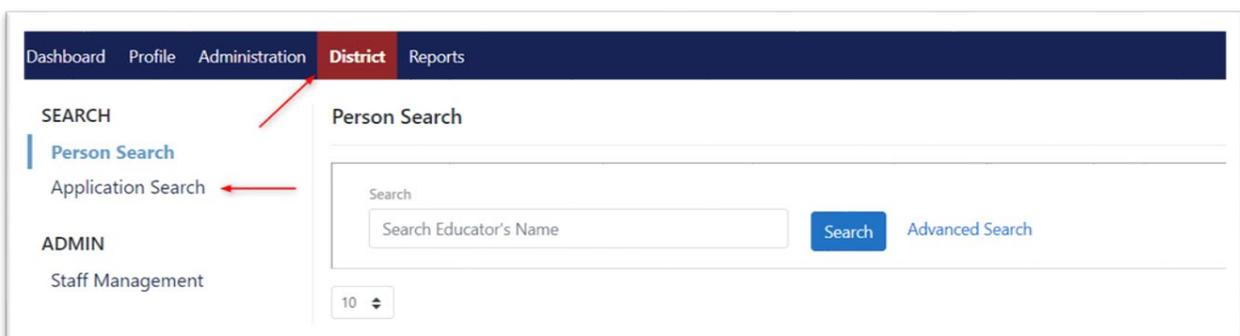
District

Once an internship application is started by the EPP, the district will be responsible for completing the Role of Cooperating School District element. TMT does not notify Districts that an application was created. The EPP, District, and Applicant should keep in communication until the application is complete and has been submitted.

The applicant will need to be added to your staff (as district educator or school educator) in order for you to start completing your portion of the application. (Please see the Staff Assignments user guide for staffing instructions.)

There are two ways to find an application that has been started by an EPP. One way is to click the magnifying glass in the blue header bar to search for the applicant using the Person Search field. A second way is to go to the District section in the blue header bar and click application search from the left navigation.

If using the District section, click on **Application Search** from the left navigation menu.



Next, use the search options and/or filter as needed to locate the application for the applicant. Click on the **Application** name, to open the application.

SEARCH
 Person Search
 Application Search
 DMIN
 Staff Management

District Application Search

District: All My Districts
 Application: All Applications
 Application Status: All Statuses
 Applicant's Name: Search Applicant's Name
 Submitted Between: mm/dd/yyyy

Search Clear Search

Show 10 entries

PERSON	APPLICATION	STATUS
Amy White 04/07/1981	Emergency Authorization Emergency Authorization	Approved
Roger Rabbit 01/01/2001	Teaching Endorsement Internship Teaching Endorsement Internship	Approved
test test 05/19/1980	Teaching Endorsement Internship Teaching Endorsement Internship	Started

Once you have clicked into the application you will be taken into the Overview section of the application. Within the application, click on the Role of Cooperating School District element.

test test (222713)
 Teaching Endorsement Internship
 Overview

ELEMENTS
 Educator Endorsement
 Role of Montana College/University
 Role of Cooperating School District
 Role of Teacher
 Character & Fitness

Summary
APPLICANT
 View User Profile

The character and fitness portion of this application has not been completed.

Application Summary
 To qualify for the Teaching Endorsement Internship Program, the teaching intern must:

- Hold a current Montana teaching license
- Be under contract with a Montana school district or have a contract offer pending enrollment in the Board of Public Education Teaching Endorsement Program; and
- Be enrolled in the Board of Public Education approved internship programs offered by one of the accredited educator preparation programs within the boundaries of the state of Montana.

Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Educator Endorsement *	✔	EPP User	
Role of Montana College/University *	✔	EPP User	
Role of Cooperating School District *	○	District User	
Role of Teacher *	○	Applicant	
Character and Fitness *	○	Applicant	N/A

* indicates a required element

You must confirm all requirements and the character and fitness portion before you may submit this application.

To complete the element, enter your PIN signature and click **Sign**. (PINs are automatically created when a person record is created. Click **Forgot your PIN?** to view your assigned PIN.)

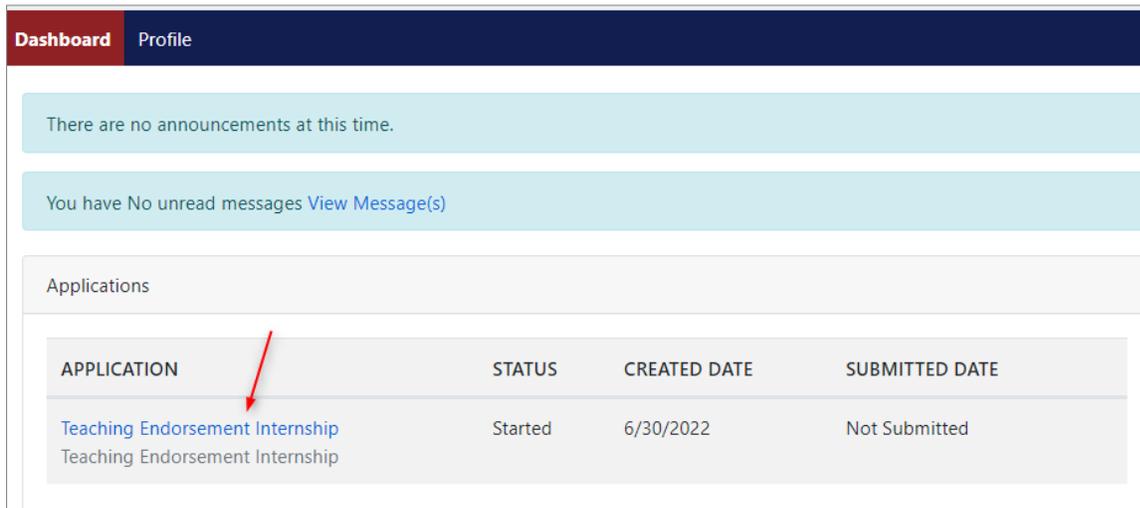
After the signature has been entered, click **Save & Continue** located at the bottom right of the page.

That completes the district's portion of the application.

Educator/Applicant

When the application for the Endorsement Internship is created, you will receive a notification via email letting you know an application has been started on your behalf. There will be a link to the application in the email or you can access the application from your TMT **Dashboard**.

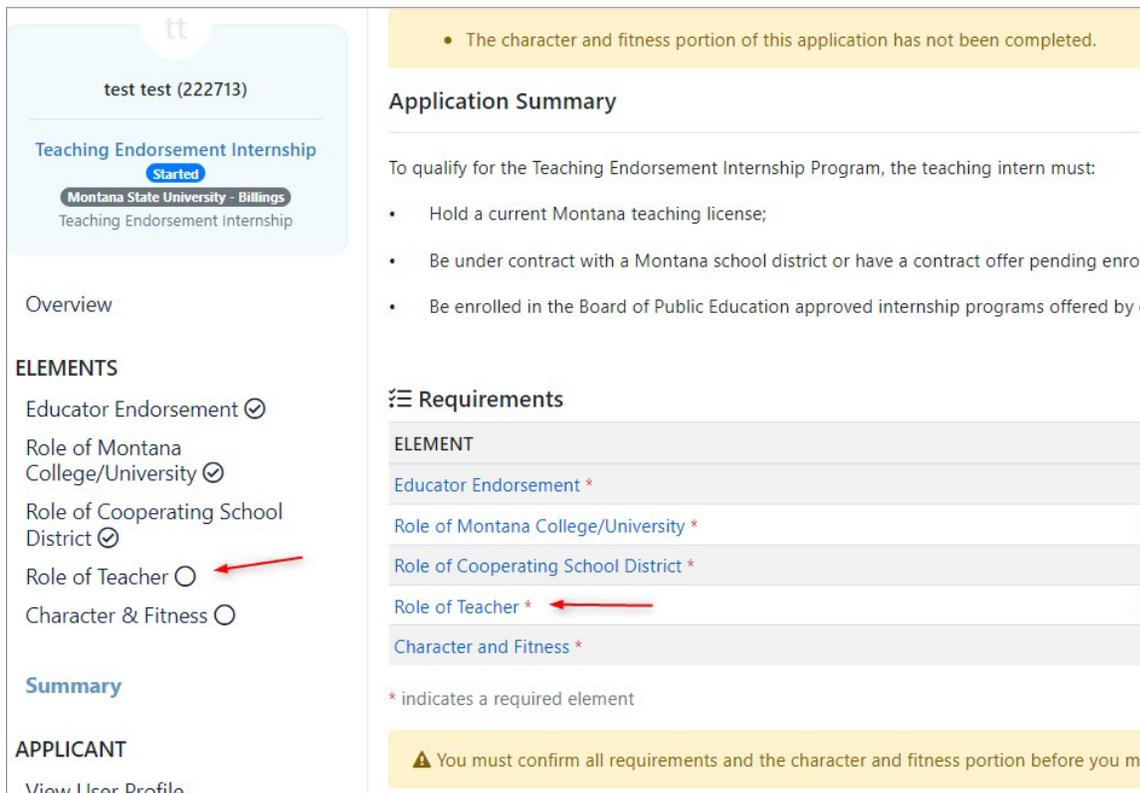
From your **Dashboard**, click on the hyperlinked name of the application.



The screenshot shows the TMT Dashboard with a dark blue header containing 'Dashboard' and 'Profile'. Below the header, there are two light blue notification boxes: 'There are no announcements at this time.' and 'You have No unread messages View Message(s)'. The main content area is titled 'Applications' and contains a table with the following data:

APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE
Teaching Endorsement Internship Teaching Endorsement Internship	Started	6/30/2022	Not Submitted

Once you have clicked into the application you will be taken into the Overview section of the application. Next, click on the **Role of Teacher** link either in the left navigation or from the Requirements list.



The screenshot shows the application overview page. At the top, there is a yellow warning box: 'The character and fitness portion of this application has not been completed.' Below this is the 'Application Summary' section, which includes a list of requirements for the teaching intern. The left navigation menu is visible, and a red arrow points to the 'Role of Teacher' link. The 'Requirements' section on the right lists several elements, with 'Role of Teacher' and 'Character and Fitness' marked with an asterisk to indicate they are required.

Application Summary

To qualify for the Teaching Endorsement Internship Program, the teaching intern must:

- Hold a current Montana teaching license;
- Be under contract with a Montana school district or have a contract offer pending enrollment;
- Be enrolled in the Board of Public Education approved internship programs offered by the Board.

Requirements

ELEMENT
Educator Endorsement *
Role of Montana College/University *
Role of Cooperating School District *
Role of Teacher *
Character and Fitness *

* indicates a required element

Warning: You must confirm all requirements and the character and fitness portion before you may proceed.

To complete the element and confirm your role as the intern, enter your PIN signature and click **Sign**. (PINs are automatically created when a person record is created. Click **Forgot your PIN?** to view your assigned PIN.)

Role of Teacher

- Role of the Teaching Intern.** Pursuant to ARM 10.55.707(1)(b), the Individual must:
 - Have at least a Class 2 teaching license prior to entering the program;
 - Be a contracted employee of a Montana school district or have a contract offer pending enrollment in the below;
 - Prior to placement, have completed or be enrolled in six semester credits of study in the endorsement at a university or college;
 - Complete the endorsement program within three (3) years of entry into the program;
 - Provide a copy of the endorsement program of study to the cooperating school district;
 - Enroll in a Board approved Internship Program for credit each year of the agreement; and
 - If required, remit a fee for supervision each year of the agreement to the Montana university or college.

PIN: [Forgot your PIN?](#)

I agree to comply with the duties and provisions of ARM 10.55.707(1)(b)

Element Confirmation

This element must be completed by one of the following users:

- Applicant

After the signature has been entered, check the box under the Element Confirmation section and click **Save & Continue** located at the bottom right of the page.

Next, you'll be asked to complete the **Character & Fitness** element.

If you select yes to any questions within the Character & Fitness Element, you will be asked to provide a statement in the text box. Use the Attachments section if you need to further disclose an incident. If you have nothing to disclose you should leave the Attachments section empty.

Character and Fitness

Disclosure of Background Information

- Have you ever had an adverse action taken against any professional certificate, license, or other credential issued for practice in ANY field, or is any such action pending? If yes, select the actions below and explain, providing dates, locations, circumstances, and outcome for each incident.

Yes No
- Have you ever resigned or been disciplined, discharged, or asked to resign or retire from a professional position or military service because of allegations of misconduct, or is any such action pending? This includes discipline for failure or refusal to fulfill an employment contract. If yes, explain on a separate sheet, providing dates, locations, and circumstances for each incident. Sign and date each additional page.

Yes No
- Have you ever been convicted of any crime (misdemeanor or felony)? If yes, explain on a separate sheet providing date, locations, and circumstances for each incident. Sign and date each page. You may request a change, correction or update of your record from the FBI through FBI procedures set forth in Title 28, CFR 16.30 to 16.34.

Note: Most arrests and convictions show up on a background check even if purged or dismissed by a court.

Yes No
- Have you entered into a "pretrial diversion for any crime? If yes, select from the options below and explain providing dates, locations, and circumstances for each incident.

*A pretrial diversion program is any program that results in dismissal of charges upon satisfaction of conditions such as paying restitution or fines, having no similar offenses for a specified time, performing community service, completing rehabilitation or treatment programs, satisfying probation, etc. Answer "yes" even if you were not required to complete the program.

Yes No

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON	CONFIDENTIAL LEVEL
No attachments.					
<input type="text" value="Choose file"/>	<input type="text" value="Enter Description"/>	<input type="text" value="Unknown"/>			<input type="text" value="Low"/>

Signature *

I acknowledge I have read and understood the foregoing. I declare under penalty of perjury the information included in or with my application is true, correct, and complete to the best of my knowledge. I am aware that statements of material fact, misrepresentations, or omissions of fact in or with this application is grounds for the denial, revocation, or suspension of the license(s) I am seeking.

PIN: [Forgot your PIN?](#)

Once you have answered all required questions, enter your PIN signature and click **Sign**. Next, click **Submit Character and Fitness**.

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON	CONFIDENTIAL LEVEL
No attachments.					

Choose file Enter Description Unknown Low

Signature *
I acknowledge I have read and understood the foregoing. I declare under penalty of perjury the information included in or with my application is true, correct, and complete to the best of my knowledge. I am aware false statements of material fact, misrepresentations, or omissions of fact in or with this application is grounds for the denial, revocation, or suspension of the license(s) I am seeking.

06/30/2022 09:25 PM CDT
test test

Once you submit the Character and Fitness, it cannot be undone. Make sure to include any necessary information before you confirm.

Submit Character and Fitness

Are you sure you want to submit this Character & Fitness? This cannot be undone.

Click **Proceed to Summary**.

From the Summary page, click **Submit Application**.

NOTE: The option to submit will only show if all elements have been completed. The person who completes the last required element can submit the application.

Application Summary

To qualify for the Teaching Endorsement Internship Program, the teaching intern must:

- Hold a current Montana teaching license;
- Be under contract with a Montana school district or have a contract offer pending enrollment in the Board of Public Education Teaching Endorsement Program; and
- Be enrolled in the Board of Public Education approved internship programs offered by one of the accredited educator preparation programs within the boundaries of the state of Montana.

☰ Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Educator Endorsement *	✔	EPP User	
Role of Montana College/University *	✔	EPP User	
Role of Cooperating School District *	✔	District User	
Role of Teacher *	✔	Applicant	
Character and Fitness *	✔	Applicant	N/A

* indicates a required element

