



TEACH DRIVER EDUCATION IN MONTANA!

Recruitment Guide

You can make a difference in a young driver's life.
Driver Education Teachers are in demand!



Montana Office of Public Instruction

<http://opi.mt.gov/DriverEd>

Dwight Nelson, Traffic Education Director
(406) 442-3944 Dwight.Nelson@mt.gov



FAQs - Teaching Traffic Education in Montana

Questions and Answers about Endorsement and Approval

Based on 10.13.310 Administrative Rules of Montana (ARM)

1. What is required in Montana to become a traffic education instructor and teach driver education?

- A valid Montana educator license issued by the Office of Public Instruction (OPI), [Educator Licensure Unit](#).
- Approval as a teacher of traffic education issued by the [OPI Traffic Education](#) (TE) Unit, with each renewal of teacher's Montana educator license.
- Initially, a minimum of 8 semester hours of credit coursework in traffic safety education leading toward a 20 semester credit minor. The initial 8-semester-hour block must include a classroom and behind-the-wheel traffic education teacher preparation course.
- To renew approval, 4 TE credits are required. For each succeeding renewal of the Montana educator license, the teacher must accumulate an additional 4 semester hours of qualifying coursework that leads toward the TE minor requirements. Once the minor is achieved a TE endorsement may be awarded.
- A valid driver license and acceptable driving record (ARM 10.13.310).

2. Do I need a Montana educator license to teach traffic education?

Yes. Any valid Montana educator license is allowed by state law. Visit [OPI Educator Licensure](#). In addition, the Traffic Education Office at OPI needs to "approve" the teacher's readiness to teach traffic education when the teacher submits the TE05 Teacher Application initially and with each renewal of their educator license.

3. Once I obtain a TE endorsement, do I continue to apply for approval to teach traffic education?

Yes. The TE approval and TE endorsement are not the same. After a TE endorsement is earned and appears on the educator license, no additional TE coursework is required. However, to renew approval to teach driver education, the instructor must meet the cyclical requirements for educator license renewal and submit the TE05 form to the OPI Traffic Education Unit for TE approval.

A responsible driving record is required in addition to the approval requirements to be licensed and endorsed for Traffic Education. An instructor's driving record is reviewed each year the instructor teaches traffic education. If an instructor does not maintain an acceptable driving record in accordance with Administrative Rules of Montana 10.13.310, their approval to teach will be revoked until such time that they are in compliance. Teachers meeting the conditions for approval will receive a letter of approval from the Traffic Education Director.



4. Are there professional development opportunities for traffic education instructors?

Yes. The Montana Traffic Education Association (MTEA) is an active and supportive organization that offers many benefits to traffic education teachers. MTEA hosts an annual conference in a different Montana city each year and one college credit is available for full participation in the conference. Visit MTEA's website to learn more: <http://MTEAOnline.org>.

5. Where can I take the required traffic education courses to obtain a TE minor?

Montana State University-Northern (MSUN) in Havre is the only Montana institution that offers a TE minor. The goal is to complete 20 semester credits in traffic education



requirements. Several online courses are available each summer (and other courses may be offered year-round upon inquiry). Contact MSUN about cooperative efforts with other Montana universities that offer traffic safety-related courses and combining coursework from another college or university to qualify for the TE endorsement. *See contact information below.*

6. Can Montana educator Renewal Units be used toward completing the coursework required for a TE minor and TE endorsement?

No. Renewal units do not qualify as college coursework, and, therefore, do not qualify toward the TE minor. However, MSUN often offers college credit for qualifying conferences and workshops. If an individual signs up for the qualifying TE credit, pays the fees, and completes the assignments, the earned college credit may apply toward the minor. TE instructors may not receive college credit and Renewal Units for the same workshop or conference; only obtain one or the other.

7. Are there exceptions to the TE approval process?

Yes. State policy allows exemptions for emergency or extenuating circumstances if a school district is without a driver education instructor. In both cases, the objective is to assure continued TE instruction by qualified individuals and facilitate the completion of the TE endorsement by the teacher.

Both types of exemptions require documentation that the school has advertised the TE teacher vacancy without success and no other qualified instructors are available. In the case of the one-time, one-year emergency extension request, the instructor must outline how the deficient coursework will be completed during the following year.

In very unusual cases, an emergency extension of up to two years may be granted. For this one-time option, the instructor must also show how they will complete the TE minor and obtain the TE endorsement by the end of the extension period.

TRAFFIC EDUCATION CONTACTS AND RESOURCES

OPI Traffic Education endorsement and approval:

LeAnn Haas, leann.haas@mt.gov
Program Specialist
Traffic Education
Montana Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
(406) 444-4432
<http://opi.mt.gov/driveded>

MSUN Traffic Education courses:

Sandy Jappe, sjappe@msun.edu
Outreach Coordinator
Montana State University Northern
PO Box 7751
Havre, MT 59501
(406) 265-4148 or toll-free: **1-800-662-6132 x 4148**
<http://www.msun.edu/academics/coeasn/traffic.aspx>

MINOR IN TRAFFIC EDUCATION K-12 2021-2022

| REQUIRED COURSES | CREDITS | SEMESTER OFFERED | COMPLETED |
|--|---------|------------------|--------------------------|
| TED 461 Methods of Traffic Safety Education | 3 | Summer | <input type="checkbox"/> |
| TED 462 Methods of Behind the Wheel Instruction | 3 | Summer | <input type="checkbox"/> |
| TED 465 Motor Vehicle Law | 2 | Summer | <input type="checkbox"/> |
| HPE 234 First Aid + CPR | 2 | Fall and Spring | <input type="checkbox"/> |
| TED 468 Safety Education | 2 | Summer | <input type="checkbox"/> |
| Advisor Approved Electives - 8 Credits | | | <input type="checkbox"/> |
| TED 452 Traffic Education + the Adolescent Brain | 3 | Summer | <input type="checkbox"/> |
| TED 454 Impaired + Distracted Driving | 2 | Summer | <input type="checkbox"/> |
| TED 455 Crash Dynamics | 2 | Summer | <input type="checkbox"/> |
| TED 456 Coaching Novice Drivers | 2 | Summer | <input type="checkbox"/> |
| TED 457 Roadway Safety Tech + Design | 2 | Summer | <input type="checkbox"/> |
| TED 458 Vehicle Safety Tech + Design | 2 | Summer | <input type="checkbox"/> |
| TED 459 Adaptive Driver Education | 1 | Summer | <input type="checkbox"/> |

TOTAL CREDITS 20

15 TO FINISH

WANT TO GRADUATE ON TIME? SAVE MONEY? GET BETTER GRADES?

15

You're going to need 15. That's the number of credits you need to take each semester to graduate on time. Sure, you can take less and still receive some scholarships and funding. But unless you take 15 credits a semester (or 30 a year), you're looking at an extra year or more in order to graduate. Know the courses you need to graduate, and meet with your advisor to map out a plan to earn your degree on time.

Steps to Traffic Education Approval & Endorsement

The Traffic Education Endorsement is granted when a teacher has earned at least 20 credits (12 required, 8 elective) in Traffic Education and Safety from MSU-Northern. **A teacher can receive approval to teach state-approved traffic education in Montana if they have:**

1. a current and active Montana educator license,
2. an acceptable driving record and valid driver license, and
3. has earned at least 8 of the 12 required college credits in traffic education and safety toward a Traffic Education Endorsement from MSU-Northern.

A **TE05 Application for Approval as a Teacher of Traffic Education** must be submitted to OPI the year the approval expires (usually the same year the educator's license needs to be renewed). At least 4 credits must be earned during each five-year renewal period. When 20 or more credits have been earned, the teacher will receive a Traffic Education Endorsement from OPI and no additional college credit is required for future approvals.

With an endorsement, traffic education teachers still have to reapply every 5 years and have an acceptable driving record to be approved to teach traffic education.

Educator licenses need to be renewed by June 30 in the renewal year. Traffic Education approval must be renewed by September 30 of the renewal year.

See also: *FAQs about Teaching Traffic Education in Montana* at the Montana Office of Public Instruction Driver Education website: <http://opi.mt.gov/DriverEd>



(Updated January 30, 2020)

**8 Credits
Traffic
Education
course work =
INITIAL
APPROVAL**

**+ 4 Credits
Traffic Ed
course work =
APPROVAL**

Approval to teach traffic education must be renewed when you renew your Montana educator license, usually every five years.

**+ 4 Credits
Traffic Ed
course work =
APPROVAL**

How to earn required college credits?

- Complete an online or on-site traffic education course at MSU-Northern in Havre.
- Attend the spring Montana Traffic Education conference and write a paper.
- Participate in a MT DRIVE Workshop and stay an extra day to student teach.

**+ 4 = 20 Credits
Traffic Ed
course work =
ENDORSEMENT**

When 20 or more Traffic Education credits are completed for the Traffic Ed Endorsement:

Contact MSUN once you have completed your Traffic Education Endorsement.

Request an official transcript from the MSUN Registrar's Office to be sent to OPI Licensure.

The MSUN Certification Officer will complete the necessary paperwork and forward it to OPI Certification to add the Traffic Education Endorsement to your educator license.

| | | | |
|------------------|---------|---------|-----------|
| Educator License | 5 years | 5 years | 5 years + |
|------------------|---------|---------|-----------|



Return this form to:
 Traffic Education Programs
 Office of Public Instruction
 PO Box 202501
 Helena, MT 59620-2501

TE05 - Initial Application for Approval as a Teacher of Traffic Education

HOW TO APPLY: To receive approval as a teacher of traffic education in the State of Montana, complete and return this application to Traffic Education at the Office of Public Instruction (OPI). Upon approval, your instructor record will be updated and two copies of your approval letter will be mailed to you.

DEADLINES: This approval must be renewed with each renewal of your Montana educator license. Your educator license must be renewed **before June 30**; your approval to teach traffic education must be renewed **before September 30**.

Still working toward your traffic education minor? Request a Traffic Education Program Sheet from MSU-Northern and a copy will be forwarded to the OPI. Complete the course information in Item 6 below [10.13.308(3) ARM] and submit this form to the OPI when your educator license has been renewed. Or you can submit your renewal application via the OPI website at <http://opi.mt.gov/Driver-Educators>.

Already have your TE endorsement? Just submit a TE05 Renewal Application following renewal of your educator license.

ALL APPLICANTS MUST COMPLETE ITEMS 1-5 AND SIGN AND DATE ITEM 7.

| | | | | | |
|-------------------------------|----------------|--|--------|---------------------------|--|
| 1. Last Name: | | First Name: | | Middle Initial: | |
| 2. Preferred Mailing Address: | | City: | State: | ZIP Code: | |
| 3. Daytime Phone: | Evening Phone: | Email Address: | | | |
| 4. School where you teach: | | MT Educator License SEID # | | Educator License Expires: | |
| 5. Driver's License #: | | Are you CDTP Certified? (check one) Yes No | | Birth Date: | |

6. If you are a **first-time** applicant, please list all Traffic Education courses successfully completed. If you are a renewal applicant, please use the online renewal application at <http://opi.mt.gov/Driver-Educators>.

| Number and Title of Course | Institution | Year Taken | Semester Credits Earned |
|----------------------------|-------------|------------|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

7. I, the undersigned, certify that the above information is true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

YOU MAY SUBMIT THIS FORM VIA EMAIL TO: LeAnn.Haas@mt.gov
 For assistance, call (406) 444-4432.

ROAD MAP FOR NEW TRAFFIC EDUCATION TEACHERS

YOU ARE HERE: MSU-Northern at Havre

Complete the initial traffic education coursework (8 credits or more). MSUN will send letter and Traffic Education Program Sheet to Traffic Education Office at the OPI.



- DONE! *Initial traffic education coursework and credits earned.***

NEXT STOP: Office of Public Instruction, Traffic Education Office



Submit *TE05 Application for Approval to Teach Traffic Education* to OPI Traffic Education. Approval granted when MSUN notifies OPI that student has passed initial courses. OPI Traffic Ed will check to see that your Montana educator license is active and current, your driver license is valid, and your driving record is free of disqualifying citations. Approval letter will be sent to you with copy for school district administrator. Keep this letter for future reference.

- DONE! *Approval to teach traffic education in the state of Montana.***

NEXT STOP: School District's Traffic Education Program

When you are hired as a traffic education instructor at a Montana public or private school, check to make sure the district has submitted a *TE01 District Application* to the OPI. If they already have an approved traffic education program for the current fiscal year, make sure your name is added to the TE01 application. Also, make sure you send an email to leann.haas@mt.gov to request access to the Traffic Education Data & Reporting System (TEDRS) so you can manage your traffic education program online (send name, phone, email and school district).



- DONE! *Teacher added to approved TE01 District Application.***
- DONE! *Teacher has username to access OPI's TEDRS online reporting.***

NEXT STOP: Motor Vehicle Division, Department of Justice



When you attended courses in Havre, you were trained in and passed the Cooperative Driver Testing Program (CDTP) test. You CANNOT administer the CDTP tests until the following **two forms** are sent to the MVD/DOJ and you are officially CDTP-certified. This certification will show up in TEDRS.

- School District Intent to Participate in CDTP and 2) CDTP Instructor Compliance Affidavit.*

These forms document **where** you are administering the CDTP exams and ensure that all parties understand the security responsibilities of this cooperative arrangement.

- DONE! *District and instructor are CDTP-certified.***

YOU MADE IT ... READY TO TEACH TRAFFIC ED!



Montana Traffic Education Association

MEMBERSHIP APPLICATION

Join MTEA today and enjoy the benefits of belonging to your professional organization. Elementary, secondary, and university teachers or administrators involved with traffic safety education can join MTEA as well as anyone interested in the practice and development of traffic safety education.

Annual membership dues are \$45. With your active paid membership, you receive:

- Three newsletters per year (Fall, Winter, Spring)
- Voting status
- Awards eligibility
- A voice in the ongoing improvement of driver education and professional development for Montana's traffic educators.

To join or renew, complete this form and mail along with your dues to MTEA, PO Box 637, Conrad, MT 59425.

Membership expires on May 1 of each year. If you attend the spring conference, your membership will automatically renew for the next year. If you have questions about membership or MTEA in general, send an email to MTEAOnline@gmail.com or call Jim Carroll, MTEA Executive Secretary, at (406) 278-7856.

MTEA MEMBERSHIP APPLICATION – NEW MEMBERS AND RENEWALS

Enclosed are my dues of \$45. I understand that my membership expires on May 1 of each year. Information on this form is only used for mailings / e-mails from MTEA and for our internal membership directory.

Name _____ Date _____

Home Mailing Address _____

City _____ State _____ Zip _____

Email Address _____

School/Institution/Organization _____

Phone Contacts (Home) _____ (Work) _____ (Cell) _____

Make your check or money order payable to MTEA or Montana Traffic Education Association and mail your completed application with payment (no cash, please) to:

Montana Traffic Education Association
PO Box 637
Conrad, MT 59425