



**Requirements for Montana Class 8 Dual Credit Postsecondary Faculty License**

1. Verification of faculty employment from the Chief Academic Officer or an appropriate official of the employing regionally accredited college or university.
2. Recommendation from the Chief Academic Officer from a regionally accredited college or university.

- Important Considerations:**
- You must plan to teach in a subject covered by the K-12 endorsement areas (ARM 10.57.438), and you must teach a subject in which you have earned a major or minor.
  - You must be able to demonstrate adequate education and experience to instruct dual enrollment course(s).
  - **Required: Submission of supporting documents including curriculum vitae, teaching philosophy, syllabi, course examples of assignments/projects and copies of official transcripts. Optional: Other evidence of subject matter competency to support your application and verify that you meet licensure requirements.**
  - Class 8 dual credit license applications will be reviewed quarterly by the Certification Standards and Practices Advisory Council for recommendation regarding issuance of the license.
  - For questions please call OPI Educator Licensure at 406-444-3150.

<b>Montana Educator Licensure Application Checklist</b> (for applicants records only)	<b>Completed</b>
I have completed all sections of the application and indicated the endorsement/endorsements I am applying for.	
I am providing required supporting documents to verify my qualifications for licensure.	
I have enclosed a check or money order payable to Montana OPI for \$36 (includes a one-time filing fee of \$6).	
I have signed and dated the bottom of the Character and Fitness information page.	
I have recited the oath in the presence of a licensed notary and signed the notary page.	
I have submitted a fingerprint background check to be processed by the Montana Department of Justice. <b>DO NOT SEND THE FINGERPRINT CARD TO THE OFFICE OF PUBLIC INSTRUCTION</b>	
I have included my signed, <u>original</u> renewal unit certificate of completion for "An Introduction to Indian Education for All in Montana", and retained a copy for myself.	
I have created a New User Account in the <b>Montana State Educator System (MSEIS)</b> . Follow this path to create your educator record: <a href="https://apps3.opi.mt.gov/SSO/Login/Login.aspx">https://apps3.opi.mt.gov/SSO/Login/Login.aspx</a>	

**NOTE: Applications will not be processed until all required documentation/information has been received. It is important for you to ensure that all materials have been received. To do so, log into the licensure system (MSEIS) frequently to check for your application deficiencies and license status.** MSEIS log in: <https://apps3.opi.mt.gov/SSO/Login/Login.aspx>

**License Application**

Please complete all sections of this application. Incomplete applications will not be evaluated. Applications left incomplete for one year will be purged.

Last Name:		First Name:		Middle Initial:
Mailing Address:				
City:	State:	Zip Code:	Former Name(s):	
Phone Number:		Email Address:		
Last Four Digits of Your SSN:		Date of birth:	Gender: <input type="radio"/> Male <input type="radio"/> Female	
Race (Choose one or more): <input type="radio"/> American Indian/ Alaska Native <input type="radio"/> Black/African American <input type="radio"/> Asian <input type="radio"/> Native Hawaiian/Pacific Islander <input type="radio"/> White			Ethnicity: <input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic	
<b>School year initial licensure to be active: July 1, _____</b>				

## Academic and Education Experience

Name of College/University and Location:	Degree Earned:	Major or Coursework Equivalent to a Major*:	Minor:
	<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Doctoral <input type="radio"/> None		
	<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Doctoral <input type="radio"/> None		
	<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Doctoral <input type="radio"/> None		
	<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Doctoral <input type="radio"/> None		

\* The Professional Educator Preparation Standards, Administrative Rules of Montana (ARM) Chapter 58, allow a Montana approved Professional Educator Preparation Program to substitute coursework or other evidence of subject matter competency in lieu of semester credits required under Chapter 57. If you are substituting coursework for degrees or majors and minors, please include documentation from an Accredited Professional Educator Preparation Program that those courses meet requirements of ARM 10.57.301 and the respective section of the Professional Educator Preparation Standards.

<b>Endorsement(s)</b>	
<b>From the following list, select endorsement area(s) for which you are applying:</b>	
<input type="radio"/> Agriculture	<input type="radio"/> Library
<input type="radio"/> Art	<input type="radio"/> Mathematics
<input type="radio"/> Biology	<input type="radio"/> Music
<input type="radio"/> Business Education	<input type="radio"/> Physical Education (no Health preparation)
<input type="radio"/> Chemistry	<input type="radio"/> Physics
<input type="radio"/> Communication	<input type="radio"/> Political Science
<input type="radio"/> Computer Science	<input type="radio"/> Psychology
<input type="radio"/> Early Childhood	<input type="radio"/> Reading
<input type="radio"/> Earth Science	<input type="radio"/> School Counseling
<input type="radio"/> Economics	<input type="radio"/> Science (Broadfield)
<input type="radio"/> English	<input type="radio"/> Social Studies (Broadfield)
<input type="radio"/> English as a Second Language	<input type="radio"/> Sociology
<input type="radio"/> Family & Consumer Sciences	<input type="radio"/> Special Education: Cross Categorical
<input type="radio"/> Geography	<input type="radio"/> Special Education: Hearing Impairment
<input type="radio"/> Health	<input type="radio"/> Special Education: Vision Impairment
<input type="radio"/> Health & Physical Education	<input type="radio"/> Theatre
<input type="radio"/> History	<input type="radio"/> Traffic Education
<input type="radio"/> Industrial Trades & Technology Education	<input type="radio"/> World Languages
<input type="radio"/> Journalism	<input type="radio"/> Other

## Evidence of Eligibility for Licensure and Endorsement(s)

<b>The applicant must demonstrate adequate education and experience to instruct dual enrollment courses as demonstrated by the following criteria (ARM 10.57.437):</b>	<b>Please describe the evidence you are submitting to meet the required criteria.</b>	<b>Verification by Chief Academic Officer or Official Designee:</b> <b>Evidence has been verified and found to be acceptable.</b>	
		<b>Yes, initial below.</b>	<b>No, please explain.</b>
(A) Ability to create learning environments that support creativity, critical thinking, individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation;			
(B) Understanding and ability to use a variety of instructional and assessment strategies to encourage learners to develop understanding of content areas and to build skills to apply knowledge in meaningful ways;			
(C) Understanding of individual differences and diverse cultures with an ability to integrate history, culture, heritage, and contemporary status of American Indians and tribes in Montana.			

### Verification of Employment Eligibility

<b>Applicant:</b>	<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>

**Verification Statement:**


I hereby verify that \_\_\_\_\_

is on the faculty of (college or university) \_\_\_\_\_

pursuant to Administrative Rules of Montana (ARM) 10.57.437 (3)(a) and (b) and is applying to teach courses for which students will receive both high school and college credit(s) pursuant to ARM 10.57.437(2) and meets the definition of "college faculty" in ARM 10.57.102(10).

Name of College or University	
<b>Signature</b> of Chief Academic Officer or their designated representative and <b>Date:</b>	<b>Date:</b>
<b>Printed</b> name of Chief Academic Officer or their designee:	
Title of Chief Academic Officer or their designee:	

### Character and Fitness (answer all questions to avoid delays)

Last Name:		First Name:		MI:
<b>1. Do you currently hold or have you ever held a professional certificate, license, or other credential in ANY field (e.g. education, cosmetology, social work, outfitting, and acupuncture) in Montana or any other state? If yes, please provide the following information for every certificate, license, or credential.</b>				<input type="radio"/> Yes <input type="radio"/> No
State or Jurisdiction		Type of License		Certificate or License Number
<b>2. Have you ever had adverse action taken <u>against</u> 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 on a separate sheet, providing dates, locations, circumstances, and outcome for each incident. Sign and date each page.</b>				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Previously Disclosed
<input type="radio"/> Letter of Warning	<input type="radio"/> Suspension	<input type="radio"/> Voluntary Surrender	<input type="radio"/> Failure to Renew	<input type="radio"/> Other (please describe)
<input type="radio"/> Reprimand	<input type="radio"/> Denial	<input type="radio"/> Revocation	<input type="radio"/> Cancellation	
<b>3. 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 page.</b>				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Previously Disclosed
<b>4a. Have you ever been convicted of any crime (misdemeanor or felony)? If yes, explain on a separate sheet, providing dates, 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: <i>Most arrests and convictions show up on a background check even if purged or dismissed by a court.</i></b>				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Previously Disclosed
<b>4b. Have you entered into a pretrial diversion* for any crime? If yes, select from the options below and explain on a separate sheet, providing dates, locations, and circumstances for each incident. Sign and date each page.</b> <i>*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.</i>				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Previously Disclosed
<input type="radio"/> Deferred Prosecution	<input type="radio"/> Deferred or Suspended Imposition of Sentence		<input type="radio"/> Deferred Adjudication	
<input type="radio"/> Stay of Adjudication	<input type="radio"/> First Time Offenders Programs		<input type="radio"/> Other Programs (Please describe)	
<b>Taxpayer Identification Number (TIN), Social Security Number (SSN) or Canadian identification number (GST):</b> Section 7 of Public Law 93-579 requires us to advise you of the following in connection with our request for your Taxpayer Identification Number (TIN): Disclosure of your taxpayer identification number is mandatory pursuant to the National Child Protection Act of 1993, 34 USC 40102, which authorizes a state and national criminal history background check to determine the fitness of an employee, volunteer, or other person with unsupervised access to children, the elderly, or individuals with disabilities. Your taxpayer identification number will also be used for verification purposes in connection with college transcripts and other education records pertaining to your application for teacher licensure.				
 Taxpayer ID Number, Social Security Number or Canadian ID: _____				
<i>By signing this application, 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 material fact in or with this application is grounds for the denial, revocation, or suspension of the license(s) I am seeking.</i>				
Signature:				Date:



Elsie Arntzen, State Superintendent  
**Montana Office of Public Instruction**

P.O. Box 202501  
Helena, MT 59620-2501  
(406) 444-3150  
(406) 444-0169 (TTY)  
opi.mt.gov

## Montana Educator Licensure Notary Page

You must subscribe to the following oath or affirmation before a notary public or other officer authorized by law to administer oaths. (MCA §20-4-104.) "I solemnly swear (or affirm) that I will support The Constitution of the United States of America and The Constitution of the State of Montana."

**Declaration:**

I hereby declare under penalty of perjury the information included in or with my application is true, correct, and complete to the best of my knowledge. In signing this application, I am aware that a false statement of material fact, misrepresentations, or omissions of material fact in or with this application may lead to the denial, revocation or suspension of the license(s) I am seeking.

I acknowledge that I have read the attached Professional Educators of Montana Code of Ethics.

<b>Name of applicant:</b> (Please print legibly)	
<b>Date of Birth</b>	<b>Last 4 numbers of SSN:</b>

Signature of Applicant: \_\_\_\_\_

This above oath was sworn and the document was signed before me on the \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_  
(Month) (Year)

By \_\_\_\_\_  
(Print name of applicant)

Signature of Notary: \_\_\_\_\_

Printed Name of Notary: \_\_\_\_\_

Residing in the State of: \_\_\_\_\_ County of: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

## Professional Educators of Montana Code of Ethics

Professional educators recognize and accept their responsibility to create learning environments to help all students reach their full potential. They understand the trust and confidence placed in them by students, families, colleagues, and the community. To achieve their professional purpose, educators strive to maintain the highest ethical standards. The Professional Educators of Montana Code of Ethics sets out these fundamental principles which guide their behavior.

*Principle I. Commitment to Students and Families. The ethical educator:*

- A. Makes the well-being of students the foundation of all decisions and actions.
- B. Promotes a spirit of inquiry, creativity, and high expectations.
- C. Assures just and equitable treatment of every student.
- D. Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical or illegal practice of any person.
- E. Keeps information confidential that has been obtained in the course of professional service, unless disclosure serves a compelling purpose in the best interest of students, or is required by law.
- F. Respects the roles, responsibilities and rights, of students, parents and guardians.
- G. Maintains appropriate educator-student relationship boundaries in all respects, including speech, print, and digital communications.

*Principle II. Commitment to the Profession. The ethical educator:*

- A. Fulfills professional obligations with diligence and integrity.
- B. Demonstrates continued professional growth, collaboration and accountability.
- C. Respects the roles, responsibilities, and rights of colleagues, support personnel, and supervisors.
- D. Contributes to the development of the profession's body of knowledge.
- E. Manages information, including data, with honesty.
- F. Teaches without distortion, bias, or prejudice.
- G. Represents professional qualifications accurately.

*Principle III. Commitment to the Community. The ethical educator:*

- A. Models the principles of citizenship in a democratic society.
- B. Understands and respects diversity.
- C. Protects the civil and human rights of students and colleagues.
- D. Assumes responsibility for personal actions.
- E. Demonstrates good stewardship of public resources.
- F. Exemplifies a positive, active role in school-community relations.
- G. Adheres to the terms of contracts, district policies and procedures, and relevant statutes and regulations.

***Amended by the Certification Standards and Practices Advisory Council July 13, 2016. Educator to retain for ongoing reference.***



Elsie Arntzen, State Superintendent  
Montana Office of Public Instruction

P.O. Box 202501  
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opi.mt.gov

## How to Initiate Your Fingerprint Background Check

Per FBI regulations, the Office of Public Instruction (OPI) cannot accept fingerprint-based background check results that were processed for any purpose other than for Teacher Licensure.

Fingerprints must be clear. Smudged or unclear prints will be rejected by the FBI. Therefore, we recommend that you complete and submit two fingerprint cards, to ensure that your background check can be completed in a timely manner.

### Instructions

1. Go to your local law enforcement agency or any other agency offering fingerprinting services. Request that your fingerprints be taken for a background check. There may be a charge for this service. Remember to have two fingerprint cards completed.
2. Fill out appropriate section on the fingerprint card(s) with your personal information.
3. Complete the following specific sections on the fingerprint card(s) with the following information:
  - **Employer and Address**  
**Montana Office of Public Instruction**  
**PO Box 202501**  
**Helena, MT 59620-2501**
  - **Reason Fingerprinted:**  
**NCPA/VCA**  
**Teacher Licensure**
  - **ORI:**  
**MT025025Y**
  - **OCA:**  
**MTST00004**
4. Do not fold the completed fingerprint card(s)
5. Mail the completed fingerprint card(s) along with a check payable to the Montana Department of Justice for their processing fee of \$30.00.
  - Mail to:  
**Montana Department of Justice**  
**Criminal Records & Identification Services**  
**PO Box 201403**  
**Helena, MT 59620-1403**

Do not mail your fingerprint card(s) to the Office of Public Instruction (OPI), the OPI cannot process the cards and will have to mail them back to you.

The OPI cannot share the results of your background check with any school district or other entity.



Elsie Arntzen, State Superintendent  
Montana Office of Public Instruction

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## Fingerprint Background Check Supplement

### APPLICATION AND NOTICE PURSUANT TO THE NATIONAL CHILD PROTECTION ACT OF 1993 AS AMENDED BY THE VOLUNTEERS FOR CHILDREN ACT

(This supplement consists of three pages, including the Privacy Act Statement)

#### Instructions:

Complete pages 1 & 2 of this supplement, including your signature, and upload them to your Montana State Educator Information System (MSEIS) account or mail them to the address above.

Licensure Applicant Name (please print): \_\_\_\_\_

I have applied for employment as or will be applying for employment as a Montana Educator with (if known write in employer name, or write "unknown") \_\_\_\_\_, for the position of (please be specific) \_\_\_\_\_.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

Pursuant to the VCA, the entity to which you have applied for employment or will be applying for employment requests a background check. Your rights and responsibilities under the VCA are as follows:

1. Provide a set of fingerprints. These fingerprints will be used to conduct a search of FBI criminal history records. The entity conducting this background check may use the resulting record only for the authorized purpose(s) and will not retain or disseminate it in violation of federal statute, regulation, or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council. 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).
2. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
3. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
4. You are entitled to (a) obtain a copy of the background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by the state government agency performing the background check. To obtain a copy of your fingerprint/background check results, the applicant must:
  - a. Present in person at the Educator Licensure office; and





**You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.**

**This statement is provided to you for your records.**

### **PRIVACY ACT STATEMENT**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Social Security Account Number (SSAN):** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**Additional Information:** The requesting agency and/or the agency conducting the application- investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

Updated 09/09/2013