



## EMERGENCY AUTHORIZATION OF EMPLOYMENT

### Element/Document Guidance

#### ELEMENT DIRECTIONS:

##### 1. EDUCATOR ENDORSEMENT

- Select the endorsement area(s) in which the applicant will be using the EAE for.

##### 2. EMPLOYMENT INFORMATION

- Provide information about the position, content, grade level, etc.
- Attach a copy of the most recent job posting for the position. \*It must have been posted at a minimum of 30 days ago.
- The district Superintendent (or designee) will need to provide an electronic signature.

##### 3. OUT OF STATE LICENSE

- The applicant needs to confirm if they have or have not ever held an out of state license.
- If they *have*, they will need to provide the license type, issue, and expiration date, and attach a copy of the license.

##### 4. EDUCATOR QUALIFICATIONS

- Attach a copy of the applicant's current resume that showcases the work experience for the position.
- You can attach other documents here as well as evidence.

##### 5. COUNTY SUPERINTENDENT

- The county Superintendent will need to provide an electronic signature.

##### 6. AFFIRMATION

- Attach the completed notary page.

##### 7. BACKGROUND CHECK

- The applicant needs to get fingerprints done and sent to the Department of Justice.
- The OPI will receive the results from the DOJ that will complete this element.

##### 8. CHARACTER AND FITNESS

- The applicant needs to answer all four questions.
- If they answer yes to any, they will need to include a letter of explanation as an attachment.
- The background check received from the DOJ **must match** the applicant's responses on the Character and Fitness or the application will not be approved.

If you still have questions contact, Crystal Andrews, [crystal.andrews@mt.gov](mailto:crystal.andrews@mt.gov).

