

# Emergency Authorization of Employment



*For Districts: Emergency Authorization of Employment (EAEs) will now be completed through the TeachMT licensure system.*

If an educator qualifies for an Emergency Authorization, an application will need to be submitted through TeachMT. The educator will need to be staffed (as district or school educator) within TeachMT for the process to be completed. The District Superintendent (or designee) will need to initiate the application. Once started, the applicant will receive a notification letting him/her know the application has been started and he/she will need to complete the applicant elements. In addition, the County Superintendent will need to access the system and sign the application. Once all elements are complete, the applicant will complete the payment and submit the application.

## Important Resources:

[Teach MT website](#), [User Guide for TeachMT](#), [10.57.107 Emergency Authorization of Employment—current rule changes effective 5/22](#)

## A few reminders and several important changes for EAEs this year:

1. The position must have been advertised at least statewide far enough in advance to reasonably enable qualified applicants to submit applications and be interviewed. The obligation of a statewide advertisement may be satisfied through any reasonable means, including use of the Montana Jobs for Teachers Service of the Office of Public Instruction.
2. The individual for whom the emergency authorization is being sought shall:
  - a. have previously held a teacher or specialist license; or
  - b. provide acceptable evidence of academic qualifications or significant experience related to the area for which the emergency authorization of employment is being sought; or
  - c. provide evidence of experience as a paraprofessional; or **NEW**
  - d. provide evidence to be assigned as a student teacher engaged in "supervised teaching experience" **NEW**
3. Criminal history background checks need to be completed by the applicant for the purpose of the Office of Public Instruction. We will no longer be able to accept a letter from the school district on behalf of the applicant. **NEW** ([Directions for How to Initiate Fingerprint Background Check](#))
4. The applicant will complete the payment and submit the application. It is up to the district if they choose to reimburse the fee to the applicant. **NEW**

**If you should have questions on the qualifications for an Emergency Authorization-**

Contact: Crystal Andrews, [crystal.andrews@mt.gov](mailto:crystal.andrews@mt.gov)

**If you should have questions about TeachMT system or need technical support-**

Contact: (866) 455-1440