



Elsie Arntzen, State Superintendent  
Montana Office of Public Instruction

## Teaching Endorsement Internship Program Application

**Complete this form only if applying for accreditation exemption pursuant to ARM 10.55.707(1)(b)**

\_\_\_\_\_  
Educator Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

SEID No. \_\_\_\_\_

Former Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

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.

Pursuant to ARM 10.55.707(1)(b), the undersigned school district requests that the undersigned teacher be considered appropriately assigned as described below for the following school years \_\_\_\_\_.

### RESPONSIBILITIES OF THE PARTIES

1. **Role of the Teaching Intern.** Pursuant to ARM 10.55.707(1)(b), the Individual must:

1. Have at least a Class 2 teaching license prior to entering the program;
2. Be a contracted employee of a Montana school district or have a contract offer pending enrollment in the Board of Public Education Teaching Endorsement Program teaching in the endorsement area designated below;
3. Prior to placement, have completed or be enrolled in six semester credits of study in the endorsement area the teaching intern is pursuing. These credits must apply to the program and be approved by a university or college;
4. Complete the endorsement program within three (3) years of entry into the program;
5. Provide a copy of the endorsement program of study to the cooperating school district;
6. Enroll in a Board approved Internship Program for credit each year of the agreement; and
7. If required, remit a fee for supervision each year of the agreement to the Montana university or college

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teaching Endorsement Area

2. **Role of the Cooperating School District.** Pursuant to ARM 10.55.707(1)(b), the Cooperating School District must:

1. Allow the teaching intern to attend summer sessions, internship seminars, and professional development activities as specified by the internship agreement;
2. Local school administrator shall provide on-site, ongoing supervision of the intern in the area of the designated endorsement;
3. Agree to cooperate with the college or university in meeting the needs of the teaching intern;
4. Report annually, as part of the OPI Annual Data Collection, the status of the teaching endorsement intern;
5. Provide periodic supervision and training by a licensed teacher who is currently endorsed in the intern's prospective endorsement area; and
6. When appropriate and feasible, the cooperating school district may agree to contribute to the tuition and supervision fees of the intern.

**District** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Type or Print Name/Title**

\_\_\_\_\_  
**Signature of Board Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Type or Print Name/Title**

3. **Role of the Montana College or University.** 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.

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

**College/University** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Type or Print Name/Title**

