

TeachMT

Internships

<https://teachmontana.com>

An Internship is an agreement between a fully licensed Class 1, 2, or 3 educator, the school district, and a Montana accredited educator preparation program (EPP). If an educator qualifies for a teaching endorsement internship, an application must be submitted within the TeachMT (TMT) system.

- The College/University should initiate the application for the educator. Once the application is started, an automated notification will be sent to the educator’s email letting them know the Internship application has been started on their behalf.
- The Applicant will need to access their TMT account to complete the application elements that should be completed by the Applicant.
- The District should be notified by either the College/University, or by the Applicant so the District User can complete the District User element of the application.

Note: While the application must be initiated by the College/University, a specific completion order is not required for Internship applications. Once all application elements have been completed, the **Submit Application** button can be pressed by any one of the parties in the agreement.

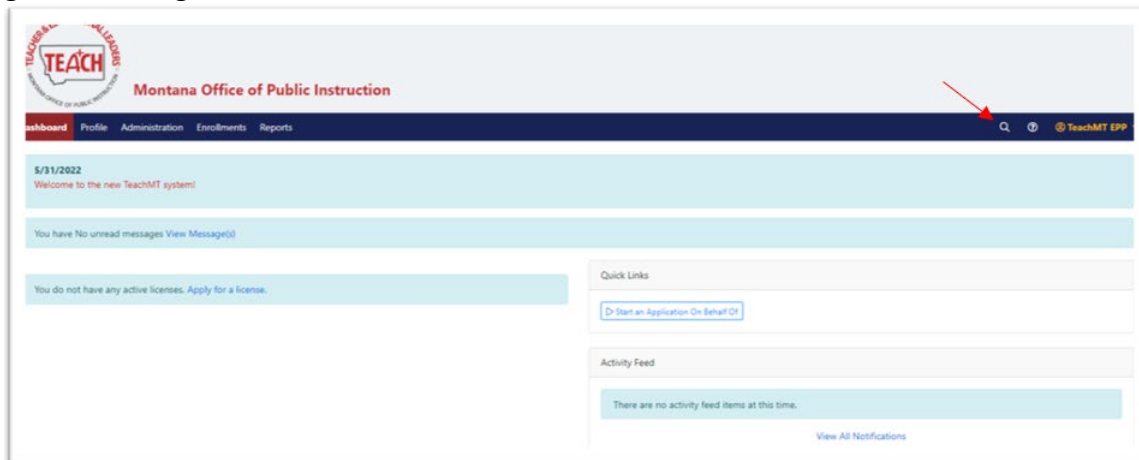
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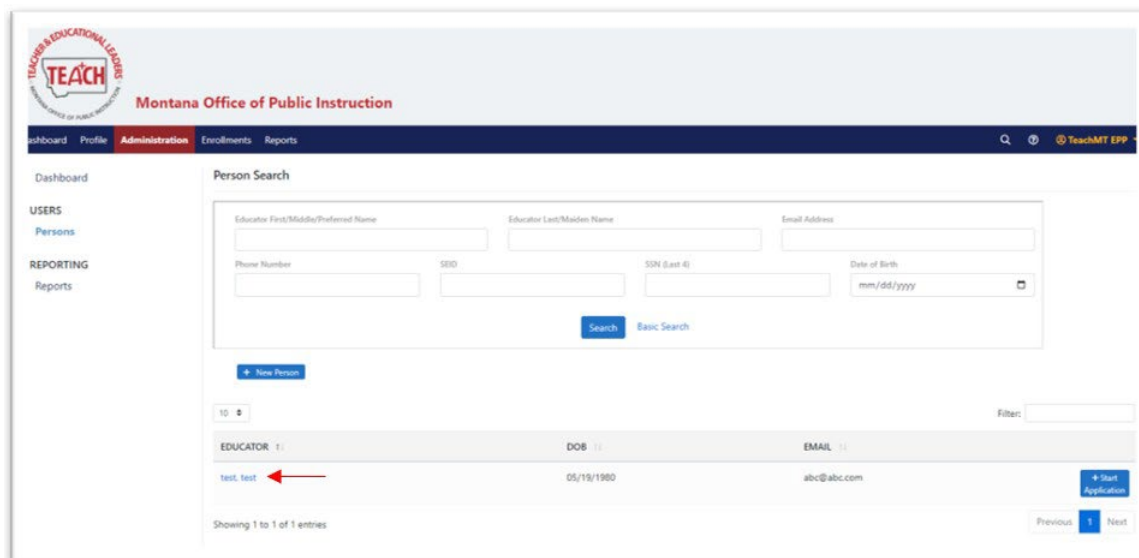
EPP

An internship is started by an EPP User.

To add an internship for an educator, log into your own TMT account and click on the magnifying glass in the right corner.



Search for your candidate in the Person Search using any combination of their information.



Once their name populates click on the educator's name.

Once you have clicked on the name you will be at your candidate's Profile. From the left navigation, click on **Applications**.

The screenshot shows a user profile page. On the left is a sidebar with a user card for 'test test (222713)' and a list of navigation items: Profile, Account Settings, Notifications, LICENSES (with a sub-item 'Applications' highlighted by a red arrow), Licenses, GENERAL (with sub-items 'Documents' and 'PRAXIS Tests'), EDUCATION (with sub-items 'Degrees', 'Enrollments', and 'Out of State License'), and a '+ New' button. The main content area is titled 'Personal Information' and has an 'Edit' button. It contains fields for SEID (222713), SSN (XXX-XX-2621), Full Name (test test), Date of Birth (5/19/1980), Email (Primary) (abc@abc.com), Email (Secondary), Addresses (market st, phoenix AZ 12345 with a '+ Add' button), and Phone Numbers ((123) 4567890 - Home with a '+ Add' button).

test test (222713)

Profile
Account Settings
Notifications

LICENSES
Applications
Licenses

GENERAL
Documents
PRAXIS Tests

EDUCATION
Degrees
Enrollments
Out of State License

Personal Information [Edit](#)

SEID: 222713
The user SEID

SSN: XXX-XX-2621

Full Name: test test
Full name including prefix and suffix

Date of Birth: 5/19/1980
Date of birth

Email (Primary): abc@abc.com
The email account associated to this user and used for system notifications or logging in

Email (Secondary):
The email associated to this user

Addresses: market st
phoenix AZ 12345
[+ Add](#)

Phone Numbers: (123) 4567890 - Home
[+ Add](#)

Click **+New** at the top of the page.

The screenshot shows the 'Applications' page. At the top is a navigation bar with 'Dashboard', 'Profile' (highlighted), 'Administration', 'Enrollments', and 'Reports'. On the left is a sidebar with a user card for 'test test (222713)' and a list of navigation items: Profile, Account Settings, Notifications, LICENSES (with a sub-item 'Applications' highlighted by a blue bar), and a '+ New' button. The main content area is titled 'Applications' and has a '+ New' button highlighted by a red arrow. Below the title is a table with the following data:

| APPLICATION |
|--|
| Class 5 Provisional Specialist License |
| Class 5B Provisional License |

From the **Select an EPP Restricted Application** menu at the bottom of the page, choose the correct Endorsement Internship application option and then click **Next**.

The screenshot shows the 'Applications' section of a web interface. On the left, there's a sidebar with 'test test (222713)' and 'Select Request Type(s)'. The main area has a heading 'Applications' and a sub-heading 'Please select an request type below to begin the process of an application. The system will ask a few clarifying questions where applicable to help guide to the right application.' Below this are several checkboxes: 'Add Endorsement', 'Administrator', 'School Counselor', 'School Psychologist', 'Dual Credit Post-Secondary Faculty Educator', and 'Career and Technical Educator (Holds MT Teacher License)'. A dropdown menu labeled 'Select a EPP Restricted Application' is open, showing 'Teaching Endorsement Internship'. At the bottom, there are 'Return' and 'Next' buttons. A red arrow points to the 'Next' button.

Click **Start Application**.

The screenshot shows the 'Applications' section of a web interface. On the left, there's a sidebar with 'test test (222713)' and '1. Select Request Type(s)'. The main area has a heading 'Applications' and a sub-heading 'Based on your selections, we have determined that you would like to start the application listed below'. Below this is 'Teaching Endorsement Internship' with a bullet point 'Teaching Endorsement Internship'. At the bottom, there are 'Restart' and 'Start Application' buttons. A red arrow points to the 'Start Application' button.

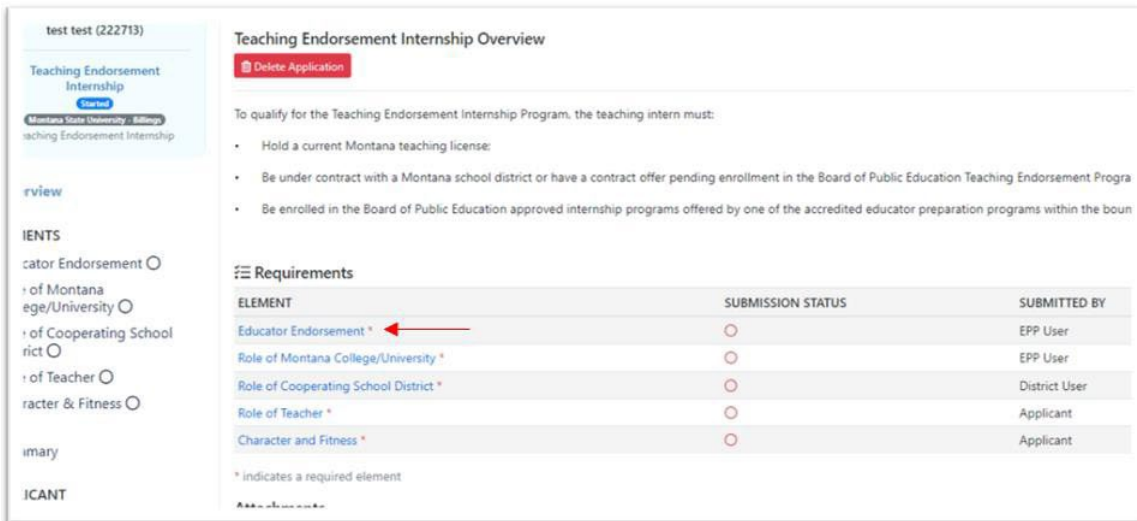
Once the application has been started you will be taken into the application to the Overview section of the application.

As the EPP User, you will need to complete both the **Educator Endorsement** and the **Role of Montana College/University** elements.

The screenshot shows the 'Teaching Endorsement Internship Overview' page. At the top, there's a yellow banner with the text 'The character and fitness portion of this application has not been completed.' Below this is the 'Teaching Endorsement Internship Overview' section with a 'Delete Application' button. To the left is a sidebar with 'test test (222713)', 'Teaching Endorsement Internship', and 'Overview'. The main area has a heading 'Teaching Endorsement Internship Overview' and a sub-heading 'To qualify for the Teaching Endorsement Internship Program, the teaching intern must:'. Below this are several bullet points. A 'Requirements' table is shown with columns 'ELEMENT', 'SUBMISSION STATUS', 'SUBMITTED BY', and 'REVIEW STATUS'. The table has five rows: 'Educator Endorsement *', 'Role of Montana College/University *', 'Role of Cooperating School District *', 'Role of Teacher *', and 'Character and Fitness *'. The first two rows are highlighted with a red box. Below the table is a note '* indicates a required element'. At the bottom, there's an 'Attachments' section with a table for 'NAME', 'DESCRIPTION', 'TYPE', 'CREATED BY', 'CREATED ON', and 'CONFIDENTIAL LEVEL'. The table is empty. At the bottom right, there's a '+ Add' button.

| ELEMENT | SUBMISSION STATUS | SUBMITTED BY | REVIEW STATUS |
|---------------------------------------|-----------------------|---------------|---------------|
| Educator Endorsement * | <input type="radio"/> | EPP User | |
| Role of Montana College/University * | <input type="radio"/> | EPP User | |
| Role of Cooperating School District * | <input type="radio"/> | District User | |
| Role of Teacher * | <input type="radio"/> | Applicant | |
| Character and Fitness * | <input type="radio"/> | Applicant | N/A |

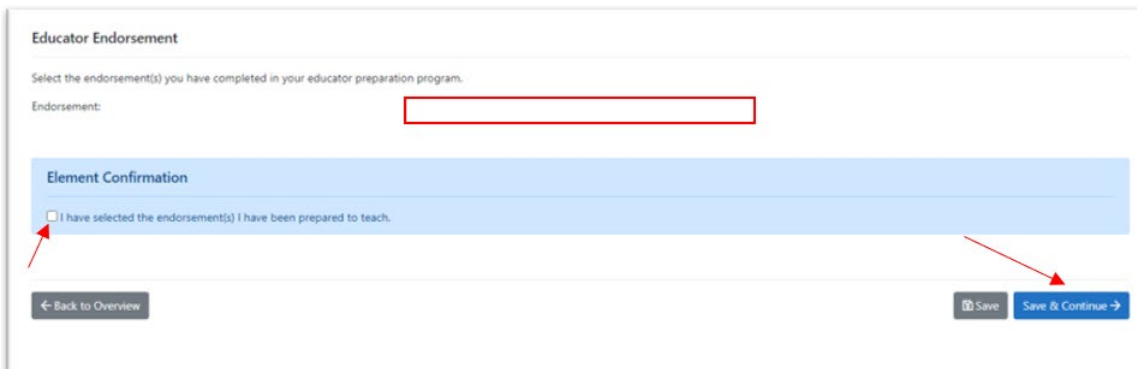
To complete the Educator Endorsement element, click **Educator Endorsement** link.



The screenshot shows the 'Teaching Endorsement Internship Overview' page. On the left is a sidebar with navigation links: 'test test (222713)', 'Teaching Endorsement Internship' (with a 'Start' button), 'Teaching Endorsement Internship', 'review', 'ELEMENTS', 'Educator Endorsement' (selected), 'Role of Montana College/University', 'Role of Cooperating School District', 'Role of Teacher', 'Character & Fitness', 'Summary', and 'ICANT'. The main content area is titled 'Teaching Endorsement Internship Overview' and includes a 'Delete Application' button. Below this, it states: 'To qualify for the Teaching Endorsement Internship Program, the teaching intern must:' followed by three bullet points. A 'Requirements' table follows, with columns 'ELEMENT', 'SUBMISSION STATUS', and 'SUBMITTED BY'. The table lists five elements: 'Educator Endorsement *', 'Role of Montana College/University *', 'Role of Cooperating School District *', 'Role of Teacher *', and 'Character and Fitness *'. The 'Educator Endorsement *' row is highlighted with a red arrow. At the bottom, a note states '* indicates a required element'.

| ELEMENT | SUBMISSION STATUS | SUBMITTED BY |
|---------------------------------------|-----------------------|---------------|
| Educator Endorsement * | <input type="radio"/> | EPP User |
| Role of Montana College/University * | <input type="radio"/> | EPP User |
| Role of Cooperating School District * | <input type="radio"/> | District User |
| Role of Teacher * | <input type="radio"/> | Applicant |
| Character and Fitness * | <input type="radio"/> | Applicant |

Once you have selected the appropriate endorsement from the drop-down menu, check the box in the blue Element Confirmation area and click **Save & Continue**.



The screenshot shows the 'Educator Endorsement' form. It has a title 'Educator Endorsement' and a subtitle 'Select the endorsement(s) you have completed in your educator preparation program.' Below this is a label 'Endorsement:' followed by a red-outlined text input field. A blue 'Element Confirmation' box contains a checkbox and the text 'I have selected the endorsement(s) I have been prepared to teach.' A red arrow points to the checkbox. At the bottom left is a 'Back to Overview' button, and at the bottom right are 'Save' and 'Save & Continue' buttons. A red arrow points to the 'Save & Continue' button.

Complete the Role of Montana College/University by adding your PIN and clicking **Sign**. (PINs are automatically created when a person record is created. Click **Forgot your PIN?** to view your assigned PIN.)

Role of Montana College/University

1. 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.

PIN: [Sign](#) [Forgot your PIN?](#)

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

Once the elements are confirmed, click on **Overview** in the left navigation.

test test (222713)

Teaching Endorsement Internship

Started

Montana State University - Billings

Teaching Endorsement Internship

Overview

ELEMENTS

Educator Endorsement

Role of Montana College/University

Role of Cooperating School District

Role of Teacher

Character & Fitness

Summary

APPLICANT

View User Profile

Role of Montana College/University

1. 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.

06/30/2022 01:08 PM

TeachMT EPP

Certification Officer (EPP) @

Montana State University - Billings

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

Element Confirmation

☒ Electronic signature confirms this element

You should see green check marks next to each of the elements that were just completed.

Teaching Endorsement Internship Overview

[Delete Application](#)

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.

Requirements

| ELEMENT | SUBMISSION STATUS | SUBMITTED BY | REVIEW STATUS |
|---------------------------------------|-------------------|---------------|---------------|
| Educator Endorsement * | | EPP User | |
| Role of Montana College/University * | | EPP User | |
| Role of Cooperating School District * | | District User | |
| Role of Teacher * | | Applicant | |
| Character and Fitness * | | Applicant | N/A |

* indicates a required element

Be sure to communicate with whoever else has not yet completed their application elements, to let them know they should follow the instructions for their portion of the application.

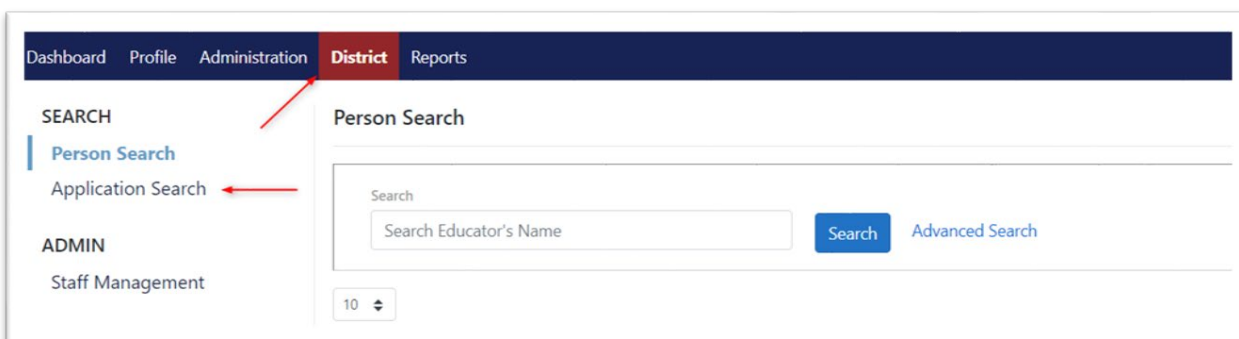
District

Once an internship application is started by the EPP, the district will be responsible for completing the Role of Cooperating School District element. TMT does not notify Districts that an application was created. The EPP, District, and Applicant should keep in communication until the application is complete and has been submitted.

The applicant will need to be added to your staff (as district educator or school educator) in order for you to start completing your portion of the application. (Please see the Staff Assignments user guide for staffing instructions.)

There are two ways to find an application that has been started by an EPP. One way is to click the magnifying glass in the blue header bar to search for the applicant using the Person Search field. A second way is to go to the District section in the blue header bar and click application search from the left navigation.

If using the District section, click on **Application Search** from the left navigation menu.



Next, use the search options and/or filter as needed to locate the application for the applicant. Click on the **Application** name, to open the application.

SEARCH
Person Search
Application Search

DMIN
Staff Management

District Application Search

District:

Application:

Application Status:

Applicant's Name:

Submitted Between:

Show entries

| PERSON | APPLICATION | STATUS |
|----------------------------|--|----------|
| Amy White 04/07/1981 | Emergency Authorization Emergency Authorization | Approved |
| Roger Rabbit 01/01/2001 | Teaching Endorsement Internship Teaching Endorsement Internship | Approved |
| test test 05/19/1980 | Teaching Endorsement Internship Teaching Endorsement Internship | Started |

Once you have clicked into the application you will be taken into the Overview section of the application. Within the application, click on the Role of Cooperating School District element.

test test (222713)
Teaching Endorsement Internship
Teaching Endorsement Internship

Overview
ELEMENTS
Educator Endorsement
Role of Montana College/University
Role of Cooperating School District
Role of Teacher
Character & Fitness
Summary
APPLICANT
View User Profile

The character and fitness portion of this application has not been completed.

Application Summary

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.

Requirements

| ELEMENT | SUBMISSION STATUS | SUBMITTED BY | REVIEW STATUS |
|---------------------------------------|-------------------------------------|---------------|---------------|
| Educator Endorsement * | <input checked="" type="checkbox"/> | EPP User | |
| Role of Montana College/University * | <input checked="" type="checkbox"/> | EPP User | |
| Role of Cooperating School District * | <input type="checkbox"/> | District User | |
| Role of Teacher * | <input type="checkbox"/> | Applicant | |
| Character and Fitness * | <input type="checkbox"/> | Applicant | N/A |

* indicates a required element

You must confirm all requirements and the character and fitness portion before you may submit this application.

To complete the element, enter your PIN signature and click **Sign**. (PINs are automatically created when a person record is created. Click **Forgot your PIN?** to view your assigned PIN.)

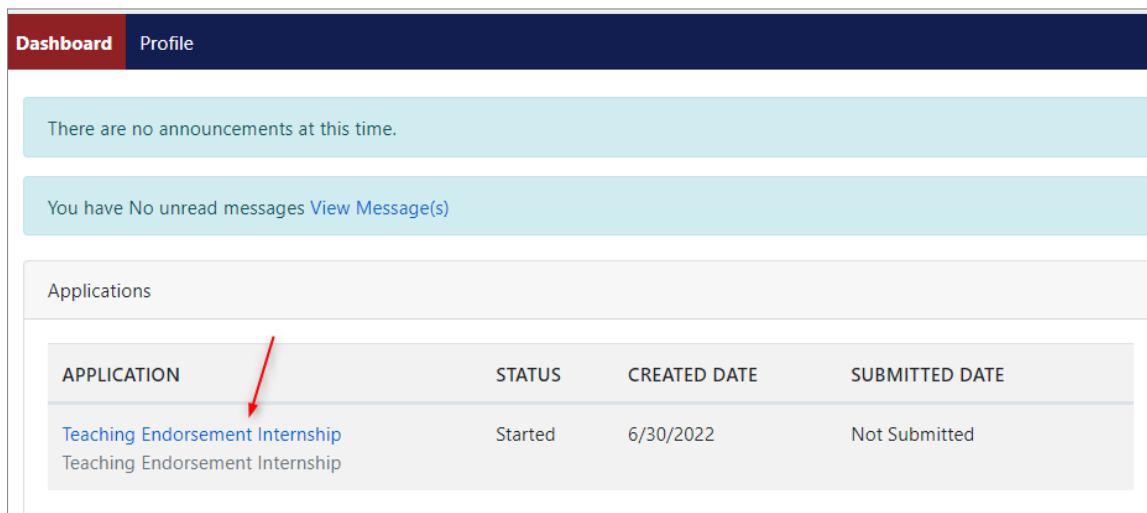
After the signature has been entered, click **Save & Continue** located at the bottom right of the page.

That completes the district's portion of the application.

Educator/Applicant

When the application for the Endorsement Internship is created, you will receive a notification via email letting you know an application has been started on your behalf. There will be a link to the application in the email or you can access the application from your TMT ***Dashboard***.

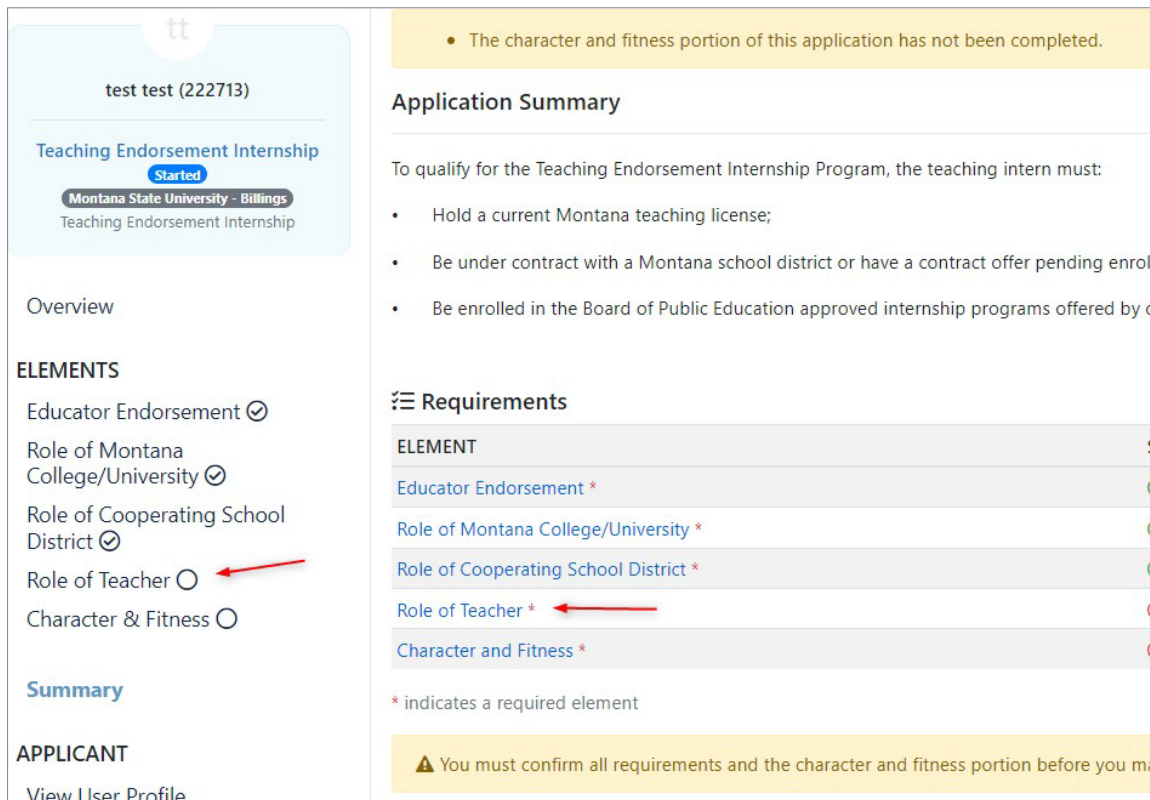
From your ***Dashboard***, click on the hyperlinked name of the application.



The screenshot shows the TMT Dashboard with a dark blue header containing 'Dashboard' and 'Profile' tabs. Below the header, there are two light blue notification boxes: 'There are no announcements at this time.' and 'You have No unread messages View Message(s)'. The main section is titled 'Applications' and contains a table with the following data:

| APPLICATION | STATUS | CREATED DATE | SUBMITTED DATE |
|--|---------|--------------|----------------|
| Teaching Endorsement Internship Teaching Endorsement Internship | Started | 6/30/2022 | Not Submitted |

Once you have clicked into the application you will be taken into the Overview section of the application. Next, click on the ***Role of Teacher*** link either in the left navigation or from the Requirements list.



The screenshot shows the 'Teaching Endorsement Internship' Overview page. The left sidebar contains the following navigation links: 'test test (222713)', 'Teaching Endorsement Internship' (with a 'Started' status), 'Montana State University - Billings', 'Teaching Endorsement Internship', 'Overview', 'ELEMENTS' (with sub-links: 'Educator Endorsement' (checked), 'Role of Montana College/University' (checked), 'Role of Cooperating School District' (checked), 'Role of Teacher' (selected with a red arrow), 'Character & Fitness'), 'Summary', and 'APPLICANT' (with a 'View User Profile' link). The main content area has a yellow warning banner: 'The character and fitness portion of this application has not been completed.' Below this is the 'Application Summary' section, which states: 'To qualify for the Teaching Endorsement Internship Program, the teaching intern must:' followed by a list of requirements: 'Hold a current Montana teaching license;', 'Be under contract with a Montana school district or have a contract offer pending enrollment;', and 'Be enrolled in the Board of Public Education approved internship programs offered by the state of Montana.' Below the requirements is a 'Requirements' section with a table of elements:

| ELEMENT |
|---|
| Educator Endorsement * |
| Role of Montana College/University * |
| Role of Cooperating School District * |
| Role of Teacher * (selected with a red arrow) |
| Character and Fitness * |

* indicates a required element

A yellow warning banner at the bottom states: 'You must confirm all requirements and the character and fitness portion before you may complete the application.'

To complete the element and confirm your role as the intern, enter your PIN signature and click **Sign**. (PINs are automatically created when a person record is created. Click **Forgot your PIN?** to view your assigned PIN.)

test test (222713)

Teaching Endorsement Internship

Started

Montana State University - Billings

Teaching Endorsement Internship

Overview

ELEMENTS

Educator Endorsement ☑

Role of Montana College/University ☑

Role of Cooperating School District ☑

Role of Teacher ○

Character & Fitness ○

Summary

APPLICANT

View User Profile

Role of Teacher

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

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

PIN: [Forgot your PIN?](#)

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

Element Confirmation

This element must be completed by one of the following users:

- Applicant

After the signature has been entered, check the box under the Element Confirmation section and click **Save & Continue** located at the bottom right of the page.

Next, you'll be asked to complete the **Character & Fitness** element.

If you select yes to any questions within the Character & Fitness Element, you will be asked to provide a statement in the text box. Use the Attachments section if you need to further disclose an incident. If you have nothing to disclose you should leave the Attachments section empty.

Character and Fitness

Disclosure of Background Information

1. Have you ever had an adverse action taken against 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, providing dates, locations, circumstances, and outcome for each incident.

2. 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 additional page.

3. Have you ever been convicted of any crime (misdemeanor or felony)? If yes, explain on a separate sheet providing date, 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: Most arrests and convictions show up on a background check even if purged or dismissed by a court.

4. Have you entered into a "pretrial diversion for any crime? If yes, select from the options below and explain providing dates, locations, and circumstances for each incident.

* 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.

Yes No

Yes No

Yes No

Yes No

Attachments

| NAME | DESCRIPTION | TYPE | CREATED BY | CREATED ON | CONFIDENTIAL LEVEL |
|-----------------|-------------|------|------------|------------|--------------------|
| No attachments. | | | | | |

Choose file Enter Description Upload

Signature *

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 that statements of material fact, misrepresentations, or omissions of fact in or with this application is grounds for the denial, revocation, or suspension of the license(s) I am seeking.

PIN: [Forgot your PIN?](#)

Once you have answered all required questions, enter your PIN signature and click **Sign**. Next, click **Submit Character and Fitness**.

Attachments

| NAME | DESCRIPTION | TYPE | CREATED BY | CREATED ON | CONFIDENTIAL LEVEL |
|-----------------|-------------|------|------------|------------|--------------------|
| No attachments. | | | | | |

Choose file Browse Enter Description Unknown Low + Add.

Signature *

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 fact in or with this application is grounds for the denial, revocation, or suspension of the license(s) I am seeking.

06/30/2022 09:25 PM CDT
test test

Submit Character and Fitness

Once you submit the Character and Fitness, it cannot be undone. Make sure to include any necessary information before you confirm.

Submit Character and Fitness

Are you sure you want to submit this Character & Fitness? This cannot be undone.

Confirm Cancel

Click **Proceed to Summary**.

Proceed to Summary

From the Summary page, click **Submit Application**.

NOTE: The option to submit will only show if all elements have been completed. The person who completes the last required element can submit the application.

Application Summary


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.

☰ Requirements

| ELEMENT | SUBMISSION STATUS | SUBMITTED BY | REVIEW STATUS |
|---------------------------------------|-------------------|---------------|---------------|
| Educator Endorsement * | ✓ | EPP User | |
| Role of Montana College/University * | ✓ | EPP User | |
| Role of Cooperating School District * | ✓ | District User | |
| Role of Teacher * | ✓ | Applicant | |
| Character and Fitness * | ✓ | Applicant | N/A |

* indicates a required element

 [Submit Application](#)