

LICENSURE PROCESS

Applicant

Apply online

Submit fingerprint cards to MT Department of Justice

Submit to OPI:

- 1) Fingerprint supplement
- 2) Notary page
- 3) Indian Education for All in MT certificate
- 4) Copy of out-of-state license
- 5) If hold National Board Certification, send copy
- 6) Specific Praxis Content Knowledge test is required regardless of teaching experience, etc. No substitutions are accepted. Required test is endorsement specific. Praxis tests taken more than 10 years ago may not be retrievable from ETS; test(s) will need to be retaken. Click [here](#) for MT required tests.
- 7) Have encrypted, official transcripts sent to cert@mt.gov. Foreign transcripts must be evaluated by a recognized credentialing agency.

Send the following forms:

- 1) University Recommendation to your university or college.
- 2) Verification of Experience to employer(s).

Log into MSEIS frequently; view Deficiencies for documents OPI is waiting on and to check if there are new deficiencies. Click for [Licensure](#) homepage information & Useful Resources.

Administrators

If considering employing an out-of-state applicant that is not yet licensed in MT, here are **important questions to ask your candidate**:

- 1) Did they complete a traditional educator prep program from a regionally accredited college or university that included Student teaching?
- 2) Did the program they completed lead to licensure in the state in which they took the program.

If the answer to either of these is NO, there may be difficulty with meeting licensure requirements.

*Completion of a program without regional accreditation is a stop.

*Completion of a program without Student teaching renders it as non-traditional and will require a valid, unrestricted out-of-state license with **five (5) years of verified teaching experience with out-of-state employer while appropriately licensed.**

* Completion of a program that did not lead to licensure in the state in which the program was offered indicates this was not an educator prep program and is a stop.

Review the [ARM Definitions](#) to understand Regional Accreditation, teaching experience, etc. Review [ARM Class 2, 10.57.410\(4\)\(d\)](#) for non-traditional path of licensure requirements.

A Class 5 Provisional license is an option for those with a bachelor's degree from a regionally accredited institution that want to complete an educator prep program.

Email Licensure at cert@mt.gov if you hired an educator not yet licensed in MT. Their application will be processed ahead of unemployed educators. **Email must come from School District.**

OPI Licensure

Online applications are received 24/7. Applications are evaluated on a first come first served basis **once** all required documents have been received. Exception regarding first come first served is made when email from School District is received regarding employment of non-MT licensed educator (all documents must still be received prior to evaluation).

Applicants should be logging into MSEIS at least weekly to double check the Deficiency section. All correspondence should be managed through cert@mt.gov.

Licensure forms such as the University Recommendation, Verification of Experience, etc., are all found under [Useful Resources](#), OPI Licensure Forms if additional forms are needed.

Applicants that do not qualify for licensure are evaluated for the Class 5 provisional license. This is for the applicant who wants to complete an educator prep program to become fully licensed. Applicant must already hold a bachelor's degree from a regionally accredited college or university to qualify.

If July arrives and Districts have been unsuccessful in filling a position with a licensed educator, an option may be Emergency Authorization. This is not a license but authorization to employ a professional to fill the educator position. Carefully read requirements of [ARM Emergency Authorization of Employment](#). If approved, quality educator pay is forfeited, but accreditation demerit is not given.