### TeachMT

Internships

#### https://teachmontana.com

If an educator qualifies for a teaching endorsement internship, an application must be submitted within the TeachMT system. The College/University will initiate the application for the educator. Once the application is started, a notification will be sent to the educator letting them know the application has been started and he/she will need to access the account to complete the applicant sections of the application. In conjunction, the application will show in the application search for the District for quick access to complete the district section.

*Note:* While the application must be initiated by the college, there is not a specific completion order requirement. Once all elements have been completed, the *Submit* 

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## EPP

An internship is started by an EPP user.

To add an internship for an educator, click on the magnifying glass in the right corner.

Montana Office of Public Instruction	
5/31/2022 Welcome to the new TeachMT system!	
You have No unread messages View Messageti) You do not have any active licenses. Apply for a license.	Quick Links           D Start an Application Cin Edual Of
	Activity Feed There are no activity feed items at this time.
	View All Notifications

Search for the person using any combination of their information. Click on the educator's name.

Administration	Office of Public Instruction Enrolments Reports Person Search			Q Ø © TeachMT EPP -
USERS Persons REPORTING Reports	Educator First/Middle/Perfered Name Phone Number 55	Educator Lant/Maiden Name DD 55N Sant 4) Search Easic Search	Email Address Date of linth mm/dd/yyyy	٥
	then these      then these      test test      these test      these test      test test      test	DOB 11 05/19/1980	EMAIL 1: abc@abc.com	Filter 4.52at Application Previous 1 Next

From the left navigation, click on *Applications*.

	Personal Information 🛛 😰 Edit	
test test (222713)	SEID: The user SEID	222713
Profile Account Settings	SSN:	XXX-XX-2621
Notifications	Full Name: Full name including prefix and suffix	test test
Applications	Date of Birth: Date of birth	5/19/1980
Licenses	Email (Primary): The email account associated to this user and used for system patifications or logging in	abc@abc.com
Documents PRAXIS Tests	Email (Secondary): The email associated to this user	
EDUCATION	Addresses:	market st 🛅 phoenix AZ 12345
Degrees Enrollments Out of State License	Phone Numbers:	+ Add (123) 4567890 - Home 💼

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

WERE OF PUBLICAN		
	Applications + New	
test test (222713)	APPLICATION	
Profile Account Settings Notifications	Class 5 Provisional Specialist License S Class 5B Provisional License	
LICENSES		

From the *Select a EPP Restricted Application* at the bottom of the page, choose the Teaching Endorsement Internship option and then click *Next*.

	Applications
test test (222713)	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.
	Add Endorsement
ect Request Type(s)	Administrator
istions	School Counselor
	School Psychologist
	Dual Credit Post-Secondary Faculty Educator
	Career and Technical Educator (Holds MT Teacher License)
	Select a EPP Restricted Application
-	Teaching Endorsement Internship
	Return Next

#### Click Start Application.

Dashboard Profile <u>Administratio</u>	
test test (222713)	Based on your selections, we have determined that you would like to start the application listed below
1. Select Request Type(s) 2. Questions	Teaching Endorsement Internship         • Teaching Endorsement Internship         Restart       Start Application

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

	The character and fitness portion of this applicat	ion has not been completed.					
test test (222713)	Teaching Endorsement Internship Overview						
Teaching Endorsement Internship	Delete Application						
Mattana Sata University : Malaga Teaching Endorsement Internship	To qualify for the Teaching Endorsement Internship Progra	im, the teaching intern must:					
Overview	Be under contract with a Montana school district or h	ave a contract offer pending enrollment in the Board of P	Ublic Education Teachin	ng Endorsement Pro	gram: and		
ELEMENTS	<ul> <li>Be enrolled in the Board of Public Education approve</li> </ul>	d internship programs offered by one of the accredited e	ducator preparation pro	ograms within the bo	oundaries of the	state of Montana.	
Educator Endorsement O	⊟ Requirements						
Role of Montana College/University O	ELEMENT	SUBMISSION STATUS		SUBMITTED BY		REVIEW STAT	rus
Role of Cooperating School	Educator Endorsement *	0		EPP User			
District O	Role of Montana College/University *	0		EPP User			
Role of Teacher O	Role of Cooperating School District *	0		District User			
Character & Fitness Q	Role of Teacher *	0		Applicant			
Summary	Character and Fitness *	0		Applicant		N/A	
· · · · · · · · · · · · · · · · · · ·	* indicates a required element						
APPLICANT	Attachments						
View User Profile	NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON	CONFIDENTIAL LE	VEL
	No attachments.						
	Choose file	Browse Enter Description	Unknown		~	Low	* + Ac

#### Click Educator Endorsement.

test test (222713)	Teaching Endorsement Internship Overview		
Teaching Endorsement Internship	Delete Application		
Started Montana State University - Billings	To qualify for the Teaching Endorsement Internship Program, th	e teaching intern must:	
saching Endorsement Internship	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 Educ	ation Teaching Endorsement Progra
rview	Be enrolled in the Board of Public Education approved inte	ernship programs offered by one of the accredited educator pre-	eparation programs within the boun
IENTS			
cator Endorsement O	≅ Requirements		
+ of Montana ege/University O	ELEMENT	SUBMISSION STATUS	SUBMITTED BY
of Cooperating School	Educator Endorsement *	0	
			EPP User
rict O	Role of Montana College/University *	0	EPP User
rict O • of Teacher O	Role of Montana College/University * Role of Cooperating School District *	0	EPP User EPP User District User
rict () • of Teacher () racter & Fitness ()	Role of Montana College/University * Role of Cooperating School District * Role of Teacher *	0 0 0	EPP User EPP User District User Applicant
rict O : of Teacher O racter & Fitness O imary	Role of Montana College/University * Role of Cooperating School District * Role of Teacher * Character and Fitness *	0 0 0	EPP User EPP User District User Applicant Applicant
rict O 1 of Teacher O racter & Fitness O imary	Role of Montana College/University * Role of Cooperating School District * Role of Teacher * Character and Fitness * * indicates a required element	0 0 0	EPP User EPP User District User Applicant Applicant

Select the appropriate Endorsement from the drop-down menu, check the box in the blue Element Confirmation area and click *Save & Continue*.

Educator Endorsement		
Select the endorsement(s) you have completed in your educator preparent endorsement:	wation program.	
Element Confirmation	ħ.	
← Back to Overview		B Save Save & Continue →

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.)

Ro	le of	Montana College/University
1.	Pursu	ant 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	1:	Sign Forgot your PIN?
l ag	ree to o	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.

	Role of Montana College/University
test test (222713) Teaching Endorsement Internship Common Sont University of Endorsement Teaching Endorsement Internship	<ol> <li>Pursuant to ARM 10.55.707(1)(b), the Montana College/University must:</li> <li>Make provisions to provide the appropriate coursework or the acceptable approved equivalent that leads to endorsement:</li> <li>Provide periodic supervision and evaluation of the intern:</li> </ol>
Overview	<ol> <li>Supply list of teaching interns to the Montana OPI Licensure Unit by the first Monday in October each year; and</li> <li>Notify the Montana OPI Licensure Unit of any change in status of the intern.</li> </ol>
ELEMENTS	
Role of Montana College/University ©	Ø 06/30/2022 01:08 PM     TeachMT EPP     Certification Officer (EPP)     ⊕
District O Role of Teacher O	Montana State University - Billings
Character & Fitness O	I agree to comply with the duties and provisions of ARM 10.55.707(1)(b)
Summary	
APPLICANT	Element Confirmation
View User Profile	Electronic signature confirms this element

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

a qualify for the Teaching Endorsement Internship Program. If	e teaching intern must		
Hold a currant Montana teaching license			
noid a current moritana teaching license.			
Be under contract with a Montana school district or have a	a contract offer pending enroliment in the Board of Public Educ	cation Teaching Endorsement Program: and	1
Be enrolled in the Board of Public Education approved into	ernship programs offered by one of the accredited educator pr	eparation programs within the boundaries	of the state of Montana.
Requirements			
Requirements EMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Requirements EMENT ducator Endorsement *	SUBMISSION STATUS	SUBMITTED BY EPP User	REVIEW STATUS
Requirements EMENT Jucator Endorsement * Sile of Montana College/University *	SUBMISSION STATUS	SUBMITTED BY EPP User EPP User	REVIEW STATUS
Equirements LEMENT Jucator Endorsement * ple of Montana College/University * ple of Cooperating School District *	SUBMISSION STATUS	SUBMITTED BY EPP User EPP User District User	REVIEW STATUS
ERequirements EMENT Use of Montana College/University * ble of Cooperating School District * ble of Teacher *	SUBMISSION STATUS	SUBMITTED BY EPP User EPP User District User Applicant	REVIEW STATUS

### District

Once an internship application is started by the EPP, the district will be responsible for completing the Role of Cooperating School District element.

The educator will need to be added to your staff (district or school educator) for you to complete your portion of the application. (Please see the staff management user guide for staffing instructions.)

There are two ways to find an application. First you can click the magnifying glass in the blue header bar to search for the applicant. The second way is to go to the district section in the blue header bar and click application search from the left navigation.

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

Dashboard Profile Administration	District Reports
SEARCH	Person Search
Person Search	
Application Search	Search
ADMIN	Search Educator's Name Search Advanced Search
Staff Management	10 🗢

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

EARCH	District Application S	earch		
Application Search	District:		All My Districts	
DMIN	Application:		All Applications	
Staff Management	Application Status:		All Statuses	
	Applicant's Name:		Search Applicant's Name	
	Submitted Between:		mm/dd/yyyy	
	Search Clear Search	h		
	Show 10 ¢ entries			
	PERSON T	APPLICATION 11		STATUS 11
	Amy White 04/07/1981	Emergency Authorization Emergency Authorization		Approved
	Roger Rabbit 01/01/2001	Teaching Endorsement Internship Teaching Endorsement Internship		Approved
	05/19/1980	Teaching Endorsement Internship Teaching Endorsement Internship		Started

Within the application, click on the Role of Cooperating School District element.

test test (222713)	Application Summary			
Teaching Endorsement Internship	To qualify for the Teaching Endorsement Internship Program, th Hold a current Montana teaching license: Be under contract with a Montana school district or have a	e teaching intern must: contract offer pending enrollment in the Board of Public Educ	ation Teaching Endorsement Program: and	1
verview	Be enrolled in the Board of Public Education approved into	mship programs offered by one of the accredited educator pre	eparation programs within the boundaries	of the state of Montana.
MENTS	en Brandensente			
children of	:= Requirements			
ducator Endorsement 🥝	ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
ducator Endorsement @ ole of Montana ollege/University @	ELEMENT Educator Endorsement *	SUEMISSION STATUS	SUBMITTED BY EPP User	REVIEW STATUS
Jucator Endorsement @ ole of Montana ollege/University @ ole of Cooperating School	r:= requirements ELEMENT Educator Endorsement * Role of Montana College/University *	SUEMISSION STATUS	SUBMITTED BY EPP User EPP User	REVIEW STATUS
Jucator Endorsement @ ole of Montana ollege/University @ ole of Cooperating School strict @	The Requirements ELEMENT Educator Endorsement * Role of Monsura College/University * Role of Cooperating School Datixt *	SUBMISSION STATUS	SUBMITTED BY EPP User EPP User District User	REVIEW STATUS
ducator Endorsement @ ole of Montana olege,/University @ ole of Cooperating School istrict O ole of Teacher O	TE Requirements ELEMENT Educator Endorsement * Role of Montana College/University * Role of Cooperating School District * Role of Teacher *	SUBMISSION STATUS	SUBMITTED BY EPP User EPP User District User Applicant	REVIEW STATUS
Jucator Endorsement (2) le of Montana ollege/University (2) ste of Cooperating School strict (2) she of Teacher (2) haracter & Fitness (2)	The Requirements ELEMENT Educator Endorsement * Role of Monstan College/University * Role of Cooperating School Datrict * Role of Teacher * Character and Fitness *	SUBMISSION STATUS	SUBMITTED BY EPP User EPP User District User Applicant Applicant	REVIEW STATUS
vertor Endorsement © le of Montana llege/University @ le of Cooperating School strict O le of Teacher O aracter & Fitness O immary	The Requirements ELEMENT Educator Endersement * Role of Cooperating School Detrict * Role of Eleacher * Character and Fibres * * Indicates a required element	SUBMISSION STATUS	SUBMITTED BY EPP User EPP User District User Applicant Applicant	REVIEW STATUS

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.)

	Role of Cooperating School District
test test (222713)	1. Role of the Cooperating School District. Pursuant to ARM 10.55.707(1)(b), the Cooperating School District mu
Teaching Endorsement Internship	1. Allow the teaching intern to attend summer sessions, internship seminars, and professional development
Started Montana State University - Billings	2. Local school administrator shall provide on-site, ongoing supervision of the intern in the area of the desig
Teaching Endorsement Internship	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
Overview	5. Provide periodic supervision and training by a licensed teacher who is currently endorsed in the intern's p
ELEMENTS	6. When appropriate and feasible, the cooperating school district may agree to contribute to the tuition and
Educator Endorsement 🥥	
Role of Montana College/University ⊘	PIN: Sign Corgot your PIN?
Role of Cooperating School District ()	
Role of Teacher O	Element Confirmation
Character & Fitness ()	This element must be completed by one of the following users: • District User
Summary	
APPLICANT	This element is missing a signature. It cannot be confirmed until all signatures are in place.
Ve III D Ch	

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

Role of Cooperating School District	
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.	
₽ 06/30/2022 09:02 PM TeachMT District	
Element Confirmation	
Electronic Signature Confirms this Element	
← Previous	e & Continue →

That completes the district's element.

# Educator/Applicant

When the application for the Endorsement Internship is created, you will receive a notification via email. There will be a link to the application in the email or you can access the application from your *Dashboard*.

From the <b>Dashboard</b> .	click on the	hyperlinked	name of t	he application.
non the <b>Dushbour</b> a,	check off the	nypermitted	nume or c	ne application.

Dashboard	Profile			
There are	no announcements at this time.			
You have	No unread messages View Message(s	)		
Applicatio	ons			
APPLIC	ATION	STATUS	CREATED DATE	SUBMITTED DATE
Teachin Teachin	g Endorsement Internship g Endorsement Internship	Started	6/30/2022	Not Submitted

Next, click on the *Role of Teacher* link either in the left navigation or the requirements list.

tt	• The character and fitness portion of this application has not been completed.
test test (222713)	Application Summary
Teaching Endorsement Internship Started Montana State University - Billings Teaching Endorsement Internship	To qualify for the Teaching Endorsement Internship Program, the teaching intern must: • Hold a current Montana teaching license;
Overview	<ul> <li>Be under contract with a Montana school district or have a contract offer pending enrol</li> <li>Be enrolled in the Board of Public Education approved internship programs offered by c</li> </ul>
ELEMENTS	
Educator Endorsement 🤗	ž≡ Requirements
Role of Montana College/University ⊘	ELEMENT
Role of Cooperating School	Educator Endorsement *
District ⊘	Role of Montana College/University *
Role of Teacher 🔿	Role of Cooperating School District *
Character & Fitness O	Role of Teacher *
	Character and Fitness *
Summary	* indicates a required element
APPLICANT	A You must confirm all requirements and the character and fitness portion before you ma
View User Profile	

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.)

tt	Role of Teacher
test test (222713)	1. Role of the Teaching Intern. Pursuant to ARM 10.55.707(1)(b), the Individual must:
Teaching Endorsement Internship Started Montana State University - Billings Teaching Endorsement Internship	<ol> <li>Have at least a Class 2 teaching license prior to entering the program;</li> <li>Be a contracted employee of a Montana school district or have a contract offer pending enrollment in the below;</li> </ol>
Overview	<ol> <li>Prior to placement, have completed or be enrolled in six semester credits of study in the endorsement ar university or college;</li> <li>Complete the endorsement program within three (3) years of entry into the program;</li> </ol>
ELEMENTS	5. Provide a copy of the endorsement program of study to the cooperating school district;
Educator Endorsement 🤗	6. Enroll in a Board approved Internship Program for credit each year of the agreement; and
Role of Montana College/University ⊘ Role of Cooperating School District ⊘	7. If required, remit a fee for supervision each year of the agreement to the Montana university or college
Bala of Taashar	PIN: Sign (Forgot your PIN?)
Character & Fitness O	l agree to comply with the duties and provisions of ARM 10.55.707(1)(b)
Summary	Element Confirmation
APPLICANT View User Profile	This element must be completed by one of the following users: • Applicant

After the signature has been entered, 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.

isclosure of Background Information				-				
Have you ever had an adverse action taken ag rs, select the actions below and explain, provid	inst any professional certificate, license, or o ng dates, locations, circumstances, and outco	ther credential issued for practice in a ome for each incident.	ANY field, or is any such action pending? If	O Yes	O No			
Have you ever resigned or been disciplined, d ty such action pending? This includes discipline rcumstances for each incident. Sign and date e	scharged, or asked to resign or retire from a for failure or refusal to fulfill an employmen ich additional page.	professional position or military servi It contract. If yes, explain on a separat	ice because of allegations of misconduct, or is te sheet, providing dates, locations, and	O Yes	O No			
Have you ever been convicted of any crime (n nd date each page. You may request a change, ote: Most arrests and convictions show up or	isdemeanor or felony?) If yes, explain on a se correction or update of your record from the a background check even if purged or dism	rparate sheet providing date, location FBI through FBI procedures set forth nissed by a court.	s, and circumstances for each incident. Sign in Title 28, CFR 16.30 to 16.34.	O Yes	O No			
				0.00	0.84			
Have you entered into a "pretrial diversion for A pretrial diversion program is any program that results in resiz, completing rehabilitation or broatment programs, and	any crime: II yes, select from the options be lamisal of charger upon satisfaction of condition such dying probation, ett. Answer 'yes' even if you were out	low and explain providing dates, loca as paying restlution or first, having na simila report to compline the program.	tions, and circumstances for each incident.	0.16				
Have you entered into a "pretrial diversion for k pretrial diversion program is any program that result in resize, completing rehabilitation or treatment programs, and ttachments NAME	any connect if yels, seneet more the options be tomissed of charges upon untilpetion of condition such dying prototion, etc. Answer "yes" even if you were not	Iow and explain providing dates, loca expands rotatuses or fore, having no similar required to complete the program. DESCRIPTION	tions, and circumstances for each incident. c efficient for a specified time, performing somminity TYPE	CREATED	TY CREATED ON	CONFIDENTIAL LEV	R.	
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Once you have answered all required questions, enter your PIN signature and click *Sign*. Next, click *Submit Character and Fitness*.

tachments								
AME		DESCRIPTION	TYPE	CREATED BY	CREATED ON	CONFIDENTIAL L	EVEL	
o attachments.								
Choose file	Browse	Enter Description	Unknown		~	Low	~	+ Ad
Signature * I acknowledge I have read and understood the foregoing. I declare under	r penalty of perj	jury the information included in or with my applic	ation is true, correct, and co	omplete to the bes	of my knowledge	. I am aware false st	atements of mater	ial fact,
Signature * I acknowledge I have read and understood the foregoing. I declare under misrepresentations, or omissions of fact in or with this application is grou	r penalty of perj unds for the der	jury the information included in or with my applic nial, revocation, or suspension of the license(s) I ar	ation is true, correct, and co n seeking.	omplete to the bes	t of my knowledge	l am aware false st	atements of mater	ial fact,
Signature * I acknowledge I have read and understood the foregoing. I declare unde misrepresentations, or omissions of fact in or with this application is gro. 20 66/30/2022 09:25 PM CDT test test	r penalty of perj unds for the der	jury the information included in or with my application included in or with my application, or suspension of the license(s)   ar	ation is true, correct, and co n seeking.	omplete to the bes	t of my knowledge	. I am aware false st	atements of mater	ial fact,
Signature * I acknowledge I have read and understood the foregoing. I declare unde misrepresentations, or omissions of fact in or with this application is gro 06/30/2022 09:25 PM CDT test test	r penalty of perj unds for the der	jury the information included in or with my applic nial, revocation, or suspension of the license(s) I ar	ation is true, correct, and co n seeking.	omplete to the bes	: of my knowledge	l am aware false st	atements of mater	ial fact,
Signature * I acknowledge I have read and understood the foregoing. I declare under misrepresentations. or omissions of fact in or with this application is gro 06/30/2022 09:25 PM CDT test test	r penalty of perj unds for the der	jury the information included in or with my applic nial. revocation. or suspension of the license(s) I ar	ation is true, correct, and co n seeking.	omplete to the bes	: of my knowledge	l am aware false st	atements of mater	ial fact,
Signature * I acknowledge I have read and understood the foregoing. I declare under misrepresentations, or omissions of fact in or with this application is gro 06/30/2022 09:25 PM CDT test test	r penalty of perj unds for the der	jury the information included in or with my applic nial, revocation, or suspension of the license(s) I ar	ation is true. correct, and co seeking.	omplete to the bes	t of my knowledge	l am aware false st	atements of mater	ial fact,

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

Submit Character and Fitness	×
Are you sure you want to submit this Character & Fitness? This cannot be undone.	
Confirm	ł

Click Proceed to Summary.

+ Add Note
 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.					
若 Requirements					
ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS		
Educator Endorsement *	$\odot$	EPP User			
Role of Montana College/University *	$\otimes$	EPP User			
Role of Cooperating School District *	$\otimes$	District User			
Role of Teacher *	$\otimes$	Applicant			
Character and Fitness *	$\otimes$	Applicant	N/A		
* indicates a required element					
			Cubmit Application		
			Submit Application		