

**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**

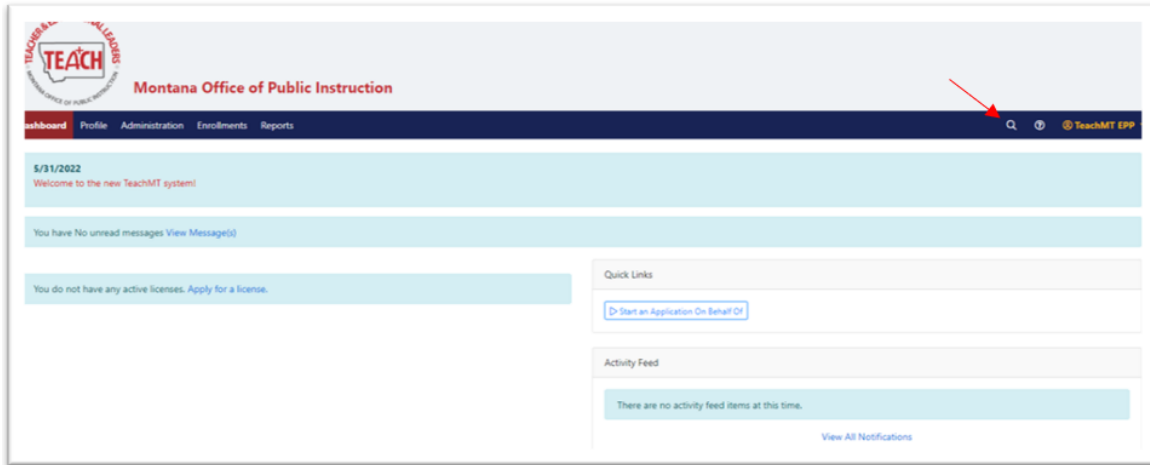
**Contents**

EPP .....	2
District.....	7
Educator/Applicant.....	10

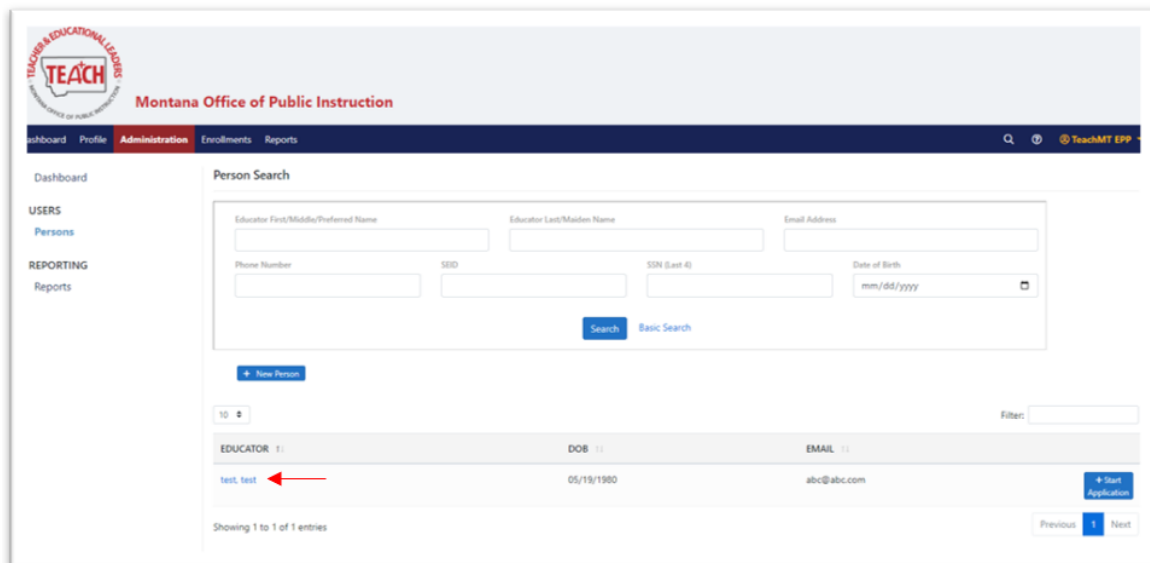
## EPP

An internship is started by an EPP user.

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



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



From the left navigation, click on **Applications**.

The screenshot shows a user profile page for 'test test (222713)'. The left sidebar contains navigation links: Profile, Account Settings, Notifications, LICENSES (with 'Applications' highlighted and a red arrow pointing to it), Licenses, GENERAL (with 'Documents' and 'PRAXIS Tests'), EDUCATION (with 'Degrees', 'Enrollments', and 'Out of State License'), and a '+ New' button. The main content area is titled 'Personal Information' and includes an 'Edit' button. It lists various fields: 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), and Phone Numbers ((123) 4567890 - Home). Each address and phone number entry has a '+ Add' button.

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

The screenshot shows the 'Applications' page. The top navigation bar includes 'Dashboard', 'Profile', 'Administration', 'Enrollments', and 'Reports'. The left sidebar has 'Profile', 'Account Settings', 'Notifications', 'LICENSES', and 'Applications' (highlighted with a blue bar). The main content area is titled 'Applications' and features a '+ New' button with a red arrow pointing to it. Below the button is a table with the following content:

APPLICATION
Class 5 Provisional Specialist License
Class 5B Provisional License

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

The screenshot shows the 'Applications' section of a web interface. It includes a list of request types with checkboxes: Add Endorsement, Administrator, School Counselor, School Psychologist, Dual Credit Post-Secondary Faculty Educator, and Career and Technical Educator (Holds MT Teacher License). Below this is a dropdown menu titled 'Select a EPP Restricted Application' with 'Teaching Endorsement Internship' selected. 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 after selection. It displays 'Teaching Endorsement Internship' as the selected application. Below the application name is a list of items: 'Teaching Endorsement Internship'. At the bottom, there are 'Restart' and 'Start Application' buttons. A red arrow points to the 'Start Application' button.

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

The screenshot shows the 'Teaching Endorsement Internship Overview' page. It includes a 'Requirements' table with columns: ELEMENT, SUBMISSION STATUS, SUBMITTED BY, and REVIEW STATUS. The 'Educator Endorsement' and 'Role of Montana College/University' rows are highlighted with a red box. Below the table is an 'Attachments' section with a table for NAME, DESCRIPTION, TYPE, CREATED BY, CREATED ON, and CONFIDENTIAL LEVEL. The 'Attachments' table is currently empty.

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

Click **Educator Endorsement**.

test test (222713)

Teaching Endorsement Internship

Started

Montana State University - Billings

Teaching Endorsement Internship

Overview

TEACHING ENDORSEMENT

Teaching Endorsement Internship

Role of Montana College/University

Role of Cooperating School District

Role of Teacher

Character & Fitness

Primary

ICANT

### 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;
- Be enrolled in the Board of Public Education approved internship programs offered by one of the accredited educator preparation programs within the bounds of the state.

#### Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY
Educator Endorsement *	<input type="checkbox"/>	EPP User
Role of Montana College/University *	<input 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

\* indicates a required element

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 preparation program.

Endorsement:

#### Element Confirmation

I have selected the endorsement(s) I have been prepared to teach.

[← Back to Overview](#) [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.)

### 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:   [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

### 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;
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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

Overview ←

**ELEMENTS**

Educator Endorsement ☑

**Role of Montana College/University** ☑

Role of Cooperating School District ○

Role of Teacher ○

Character & Fitness ○

Summary

**APPLICANT**

View User Profile

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

## 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
- Application Search

ADMIN

- Staff Management

Person Search

Search

Search Educator's Name Search Advanced Search

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.

**District Application Search**

District: All My Districts

Application: All Applications

Application Status: All Statuses

Applicant's Name: Search Applicant's Name

Submitted Between: mm/dd/yyyy

Search Clear Search

Show 10 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

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

test test (222713)

Teaching Endorsement Internship

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.

⚠ 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.)

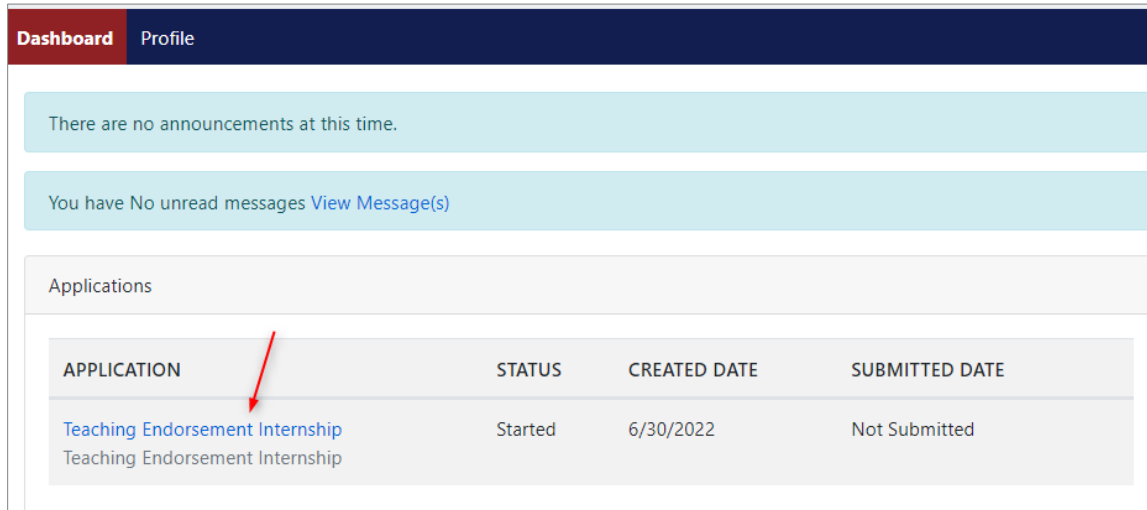
After the signature has been entered, click **Save & Continue** located at the bottom right of the page.

That completes the district's 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 **Dashboard**, click on the hyperlinked name of the application.



Dashboard Profile

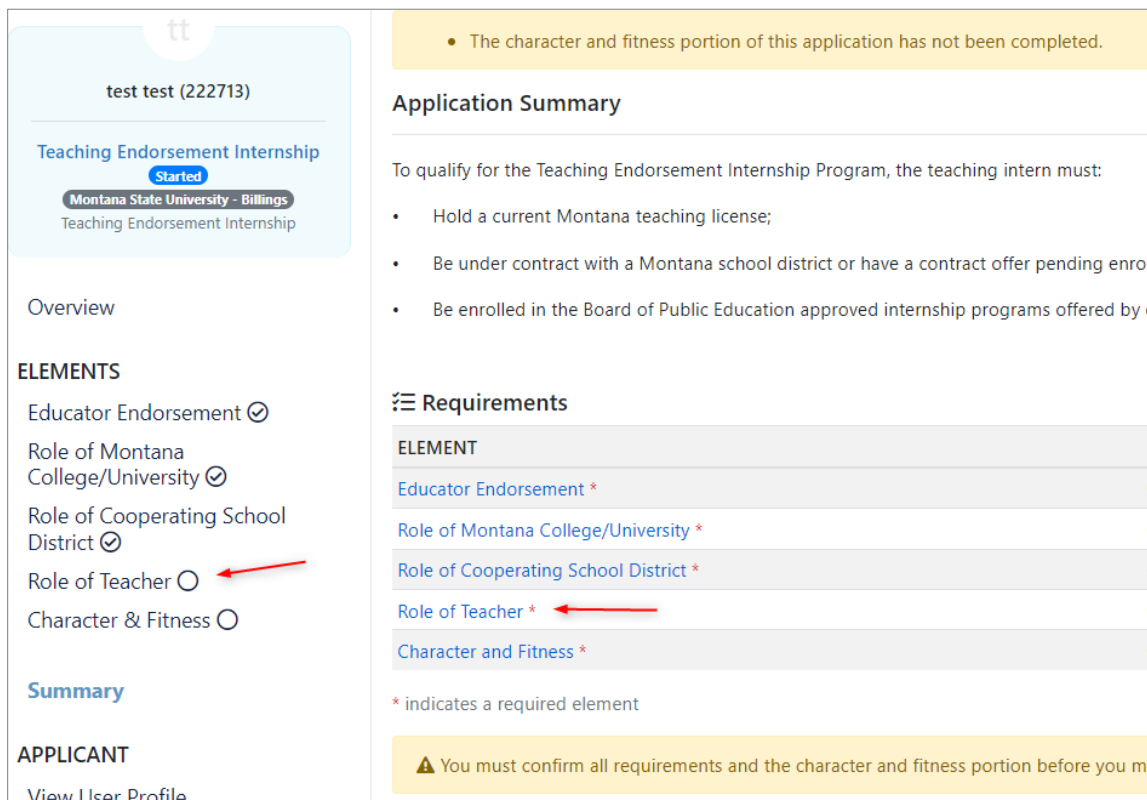
There are no announcements at this time.

You have No unread messages [View Message\(s\)](#)

Applications

APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE
<a href="#">Teaching Endorsement Internship</a> Teaching 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.



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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](#)

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;
- Be enrolled in the Board of Public Education approved internship programs offered by the state.

**Requirements**

ELEMENT
<a href="#">Educator Endorsement *</a>
<a href="#">Role of Montana College/University *</a>
<a href="#">Role of Cooperating School District *</a>
<a href="#">Role of Teacher *</a>
<a href="#">Character and Fitness *</a>

\* indicates a required element

⚠ You must confirm all requirements and the character and fitness portion before you may proceed.

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.)

**Role of Teacher**

- 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, 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.

**Character and Fitness**

**Disclosure of Background Information**

- 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.  Yes  No
- 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.  Yes  No
- 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.**  Yes  No
- 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.  Yes  No

\* 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.

**Attachments**

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

Choose file  Enter Description  Unknown  Low

**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.

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  Enter Description  Unknown  Low

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

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.

Click **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

