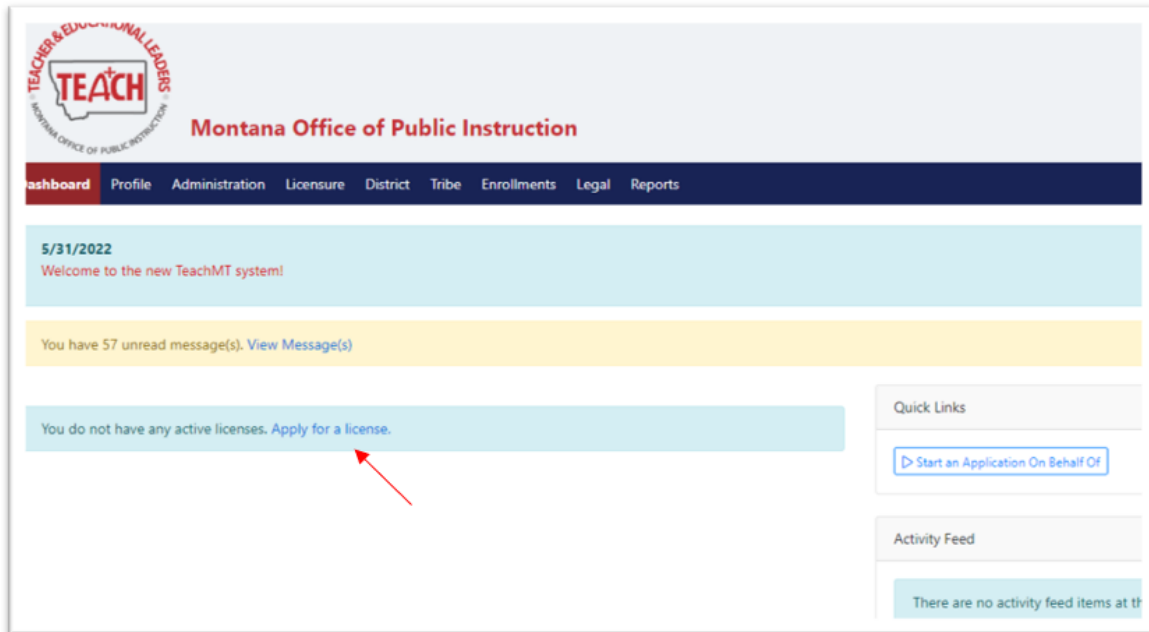


TeachMT

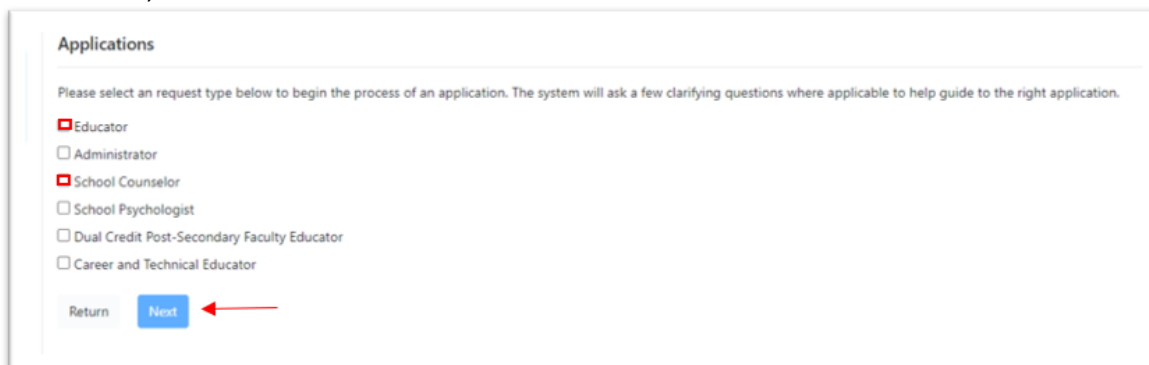
Applying for a Credential

<https://teachmontana.com>

To apply for a license, click **Apply for a license** found on your Dashboard.



Any licenses that you are eligible to apply for will be listed. Select the request type to begin the application. You can select more than 1 request type at a time. Once the proper selections have been made, click **Next**.



The system will ask you a couple clarifying questions to determine the appropriate application for you. Click **Start Application**.

TEACHER & EDUCATIONAL LEADERS
TEACH
MONTANA OFFICE OF PUBLIC INSTRUCTION

Montana Office of Public Instruction

Dashboard Profile

EU
End User

Select Request Type(s)
Questions

Applications

Based on your selections, we have determined that you would like to start the application listed below.

Class 1 Professional Teacher's License

- Upgrade to Professional Teacher's License (Add Endorsement)

Restart **Start Application**

In the left navigation, you will see a list of all Elements of the Application that will need to be submitted.

TEACHER & EDUCATIONAL LEADERS
TEACH
MONTANA OFFICE OF PUBLIC INSTRUCTION

Dashboard Profile **License** District Title Enrollments Legal Reports

End User (224547)

Class 2 Standard Teacher's License Overview

Class 2 Standard Teacher License (In-State - GR)

Overview

- ELEMENTS**
- Educator Endorsement
- Degrees
- University Recommendation
- Out of State License
- Indian Education for All
- Affirmation US and Montana Constitution
- Background Check
- Character & Fitness
- Payment Summary
- APPLICANT
- View User Profile

Class 2 Standard Teacher's License Overview

Montana Class 2 Educator Licensure

Class 2 Rules

Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Educator Endorsement *	<input type="radio"/>	Applicant, EPP User	
Degrees *	<input type="radio"/>	Applicant, EPP User	
University Recommendation (Content Knowledge GK): *	<input type="radio"/>	EPP User	
Out of State License *	<input type="radio"/>	Applicant	
Indian Education for All *	<input type="radio"/>	Applicant	
Affirmation US and Montana Constitution *	<input type="radio"/>	Applicant	
Background Check *	<input type="radio"/>	Applicant	
Character and Fitness *	<input type="radio"/>	Applicant	N/A

* Indicated a required element

Attachments

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

Choose file Browse Enter Description Upload Save Attachments


The list is also visible under Requirements. If a red asterisk is visible, that element is required to move through the process.

The screenshot shows the TEACH system interface for a Class 2 Standard Teacher's License application. A red box highlights the 'Requirements' table, which lists various elements and their submission status. The 'Submitted By' column for most items is 'Applicant, EPP User'.

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Educator Endorsement *	○	Applicant, EPP User	
Degrees *	○	Applicant, EPP User	
University Recommendation (Content Knowledge GPA) *	○	EPP User	
Out of State License *	○	Applicant	
Indian Education for All *	○	Applicant	
Affirmation US and Montana Constitution *	○	Applicant	
Background Check *	○	Applicant	
Character and Fitness *	○	Applicant	N/A

Under **Submitted By**, the person able to complete that portion of the application will be listed.

This screenshot is identical to the one above, but with a red box highlighting the 'Submitted By' column in the 'Requirements' table. This column lists the user responsible for each requirement's completion, such as 'Applicant, EPP User' or 'Applicant'.

 EPP user is a staff member from the College, usually the certification officer. EPP stands for **Educator Preparation Program**.

Click on the name of each element from the left navigation or under **Requirements**.

Montana Office of Public Instruction

Class 2 Standard Teacher's License Overview

Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Educator Endorsement *		Applicant, EPP User	
Degrees *		Applicant, EPP User	
University Recommendation (Content Knowledge GPA) *		EPP User	
Out of State License *		Applicant	
Indian Education for All *		Applicant	
Affirmation US and Montana Constitution *		Applicant	
Background Check *		Applicant	
Character and Fitness *		Applicant	N/A

Attachments

+ Add

Each Element will have a set of requirements found on that specific page. Use the **+Add** button to upload documents into the application.

Please provide Official transcripts only. If the applicant is submitting the transcripts, they must be marked Official.

Name on transcripts:

Date sent:

Completed Degrees **+ Add**

INSTITUTION	DEGREE	MAJOR
-------------	--------	-------

Transcripts **+ New**

10

NAME	TYPE	INSTITUTION
------	------	-------------

The ability to add/edit data is dependent on the role of the person and that role's permissions.

Make sure to answer any confirmation questions and click **Save & Continue**.

Completed Degrees [+ New](#)

INSTITUTION	DEGREE	MAJOR(S)	GPA	CONFERRED
No data available in table				

Transcripts [+ New](#)

NAME	TYPE	INSTITUTION	SOURCE	CREATED DATE	CREATED BY
No data available in table					

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Element Confirmation

confirm: Official transcripts are provided here or have been sent by my institution to the Montana Office of Public Instruction.

The website will walk you through the entire application process.

Click on Overview at any time to see the status of your application.

End User (123456789)

Class 2 Standard Teacher's License [Started](#)

Class 2 Standard Teacher License (In-State - GPA)

Overview [←](#)

ELEMENTS

- Educator Endorsement** ○
- Degrees ○
- University Recommendation ○
- Out of State License ○
- Indian Education for All ○
- Affirmation: US and Montana Constitution ○
- Background Check ○
- Character & Fitness ○

Payment

Summary

APPLICANT

View User Profile

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](#)

The Submission Status of each element will be shown in the Overview. A green check means the element is complete. A red circle is shown if all requirements have not been met for that element.

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Educator Endorsement *	<input checked="" type="checkbox"/>	Applicant, EPP User	
Degrees *	<input type="checkbox"/>	Applicant, EPP User	
University Recommendation (Content Knowledge: GRA) *	<input type="checkbox"/>	EPP User	
Out of State License *	<input type="checkbox"/>	Applicant	
Indian Education for All *	<input type="checkbox"/>	Applicant	
Affirmation US and Montana Constitution *	<input type="checkbox"/>	Applicant	
Background Check *	<input type="checkbox"/>	Applicant	
Character and Fitness *	<input type="checkbox"/>	Applicant	N/A

* Indicates a required element

When adding an attachment anywhere within the application, choose the proper file, enter a description, select the type and then click the blue **+Add** button.

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON	CONFIDENTIAL LEVEL
No attachments.					
<input type="text" value="Choose file"/>	<input type="text" value="Enter Description"/>	<input type="text" value="License/Notary Page"/>			<input type="text" value="Low"/>

+ Add

NOTE: If you do not click **+Add**, the attachment will not be added.

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

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.

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON	CONFIDENTIAL LEVEL
No attachments.					
<input type="text" value="Choose file"/>	<input type="text" value="Enter Description"/>	<input type="text" value="Unknown"/>			<input type="text" value="Low"/>

+ Add

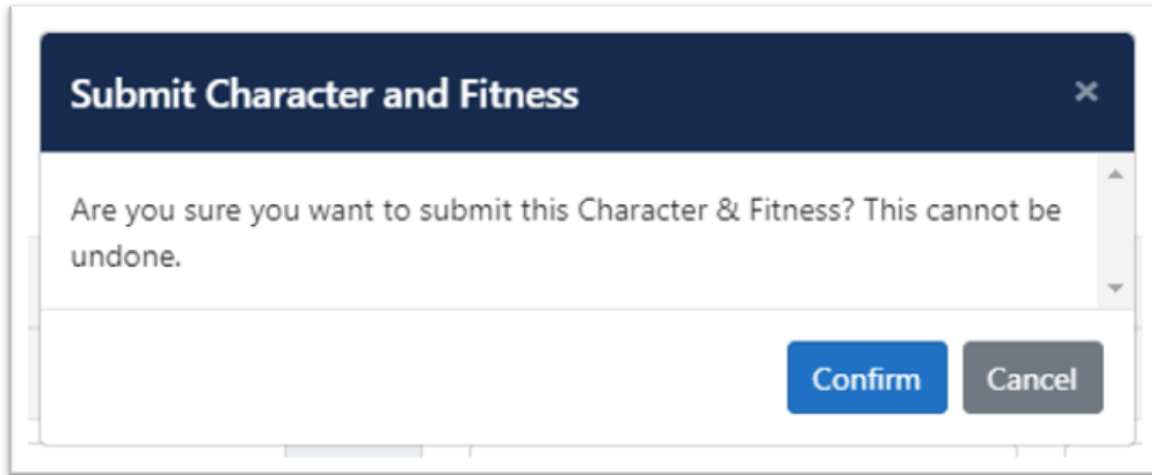
Signature *

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.

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

Submit Character and Fitness

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



Click **Proceed to Summary**.



From the Application Summary page, each element can be reviewed by clicking on its name.

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Educator Endorsement *	⊙	Applicant, EPP User	
Degrees *	⊙	Applicant, EPP User	
University Recommendation (Content Knowledge: GPA) *	⊙	EPP User	
Out of State License *	⊙	Applicant	
Indian Education for All *	⊙	Applicant	
Affirmation US and Montana Constitution *	⊙	Applicant	
Background Check *	⊙	Applicant	
Character and Fitness *	⊙	Applicant	N/A

Click **Proceed to Payment**.

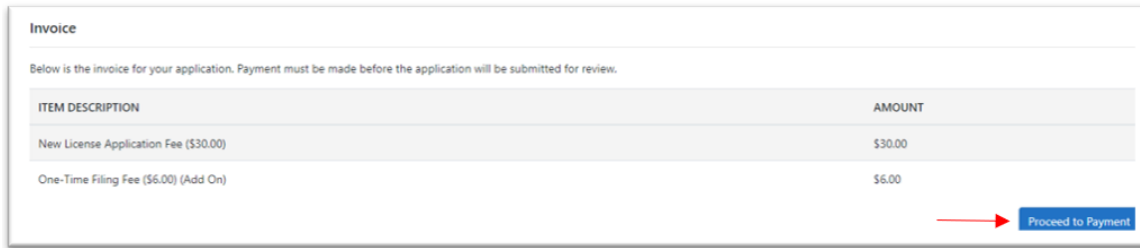
ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Out of State License *	⊙	Applicant	
Out of State EPP Recommendation *	⊙	Applicant	
Degrees *	⊙	Applicant, EPP User	
Assessments *	⊙	Applicant	
Character and Fitness *	⊙	Applicant	N/A

* indicates a required element

→ Proceed to Payment

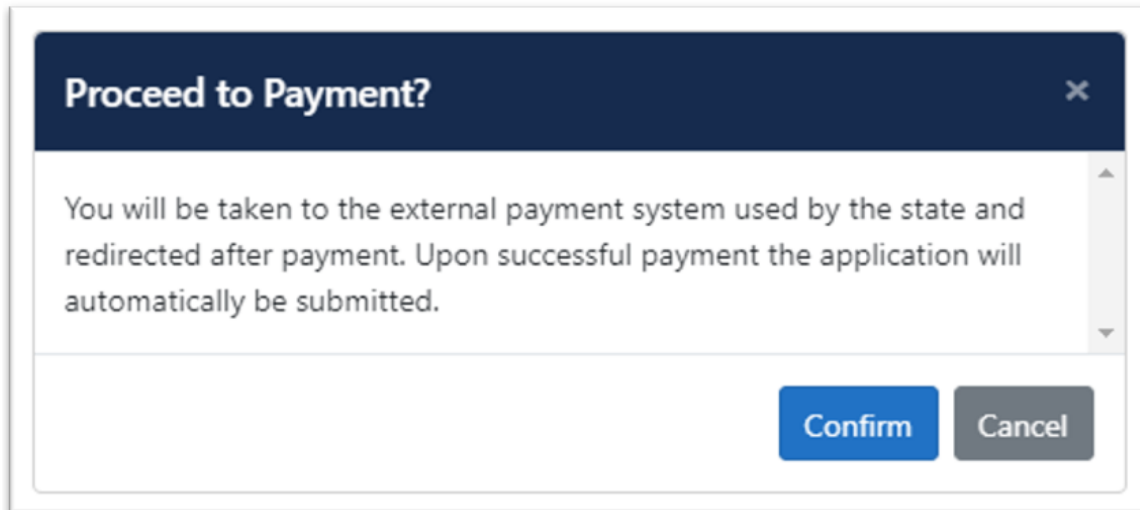
NOTE: **Proceed to Payment** will not be available if the application is not filled out in its entirety.

Review the Invoice and click ***Proceed to Payment***.



ITEM DESCRIPTION	AMOUNT
New License Application Fee (\$30.00)	\$30.00
One-Time Filing Fee (\$6.00) (Add On)	\$6.00

Once payment has been made, the application will automatically be submitted.



If at any time in the process the application is left, it can be accessed from the Dashboard.

NOTE: Applications will not be submitted until payment is received. If payment is not received within 90 days, the application will expire. A new application will have to be completed after expiration.

To delete an application, please click on Overview and then the Delete Application button at the top of the page.

Class 1 Professional Teacher's License Overview

[Delete Application](#)

10.57.411 CLASS 1 PROFESSIONAL TEACHER'S LICENSE

Requirements

ELEMENT	SUBMISSION STATUS
Educator Endorsement *	✔
Degrees *	✔
National Board *	✔
Out of State License *	✔
Indian Education for All *	✔
Affirmation: US and Montana Constitution *	✔
Background Check *	✔
Character and Fitness *	✔

* indicates a required element

Attachments

NAME	DESCRIPTION
No attachments.	

Choose file Enter Description

Overview

ELEMENTS

- Educator Endorsement ✔
- Degrees ✔
- National Board ✔
- Out of State License ✔
- Indian Education for All ✔
- Affirmation: US and Montana Constitution ✔
- Background Check ✔
- Character & Fitness ✔

Payment

NOTE: Applications can only be deleted if they have not yet been submitted.