

TeachMT
Emergency Authorization
<https://teachmontana.com>

If an educator qualifies for an Emergency Authorization, an application will need to be submitted through TeachMT. The educator will need to be staffed (as district or school educator) within TeachMT for the process to be completed. The District Superintendent (or designee) will need to initiate the application. Once started, the applicant will receive a notification letting him/her know the application has been started and he/she will need to complete the applicant elements. In addition, the County Superintendent will need to access the system and sign the application. Once all elements are complete, the applicant will need to make the payment and submit the application.

Contents

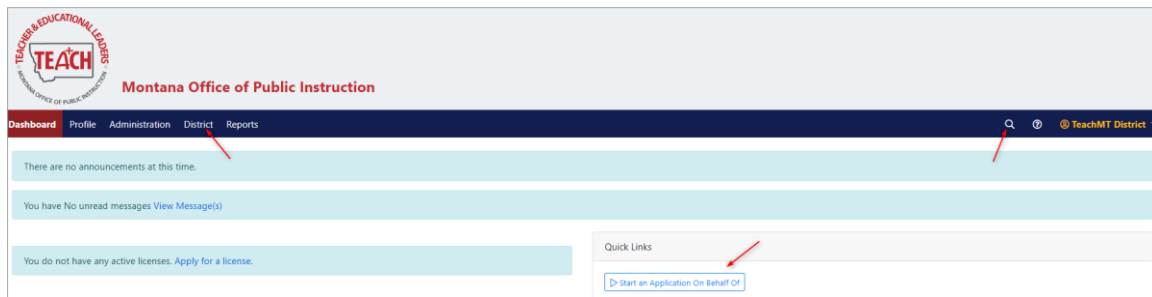
District Superintendent 2

County Superintendent 6

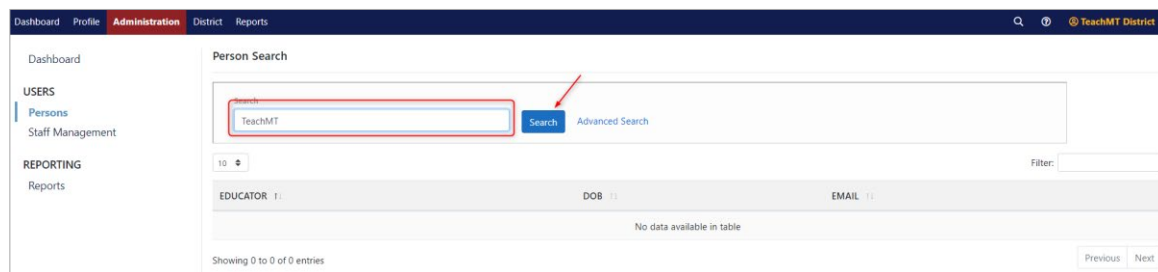
District Superintendent

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.)

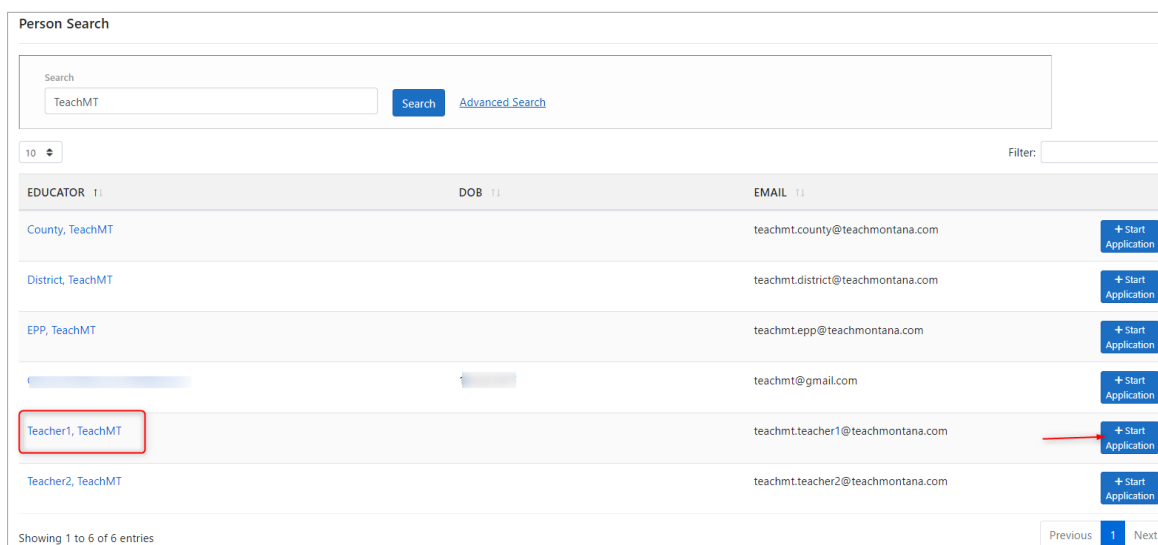
There are several ways to search for a person. Either from the **Start an Application on Behalf of** button on your dashboard, from the **Person Search** within the **District** menu item section, or by using the magnifying glass icon in the blue header bar.



If using the Person Search, use either the basic or advance search features to locate the educator.



Once you have located the educator, click the **+Start Application** button.



From the drop down, select **Emergency Authorization** and click **Next**.

Dashboard Profile Administration District Reports

TT
TeachMT Teacher1 (233041)

1. Select Request Type(s)
2. Questions

Applications

Please select an request type below to begin the process of an application. The system will ask a few clarifying questions.

Select a District Restricted Application

Emergency Authorization

Return Next

Next click **Start Application**.

Dashboard Profile Administration District Reports

TT
TeachMT Teacher1 (233041)

1. Select Request Type(s)
2. Questions

Applications

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

Emergency Authorization

- Emergency Authorization

Restart Start Application

The application will open to the overview page. From here, the district user will need to complete the Educator Endorsement being sought and the employment information element. Click on **Educator Endorsement** either from the Requirements list or from the left navigation.

TT
TeachMT Teacher1 (233041)

Emergency Authorization Started
Baker K-12 Schools
Emergency Authorization

Overview

ELEMENTS

- Educator Endorsement
- Employment Information
- Out of State License
- Educator Qualifications
- County Superintendent
- Affirmation: US and Montana Constitution
- Background Check
- Character & Fitness

Payment
Summary

APPLICANT
View User Profile

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

Emergency Authorization Overview

Delete Application

School districts may use this form when the following conditions exist:

- All possibilities for obtaining a licensed educator have been exhausted.
- Proof of extensive advertising of vacant position can/will be provided.
- The individual for whom the Emergency Authorization is being sought **meets one or more** of the following criteria:
 - Previously held a valid teacher or specialist license; or
 - Holds a bachelor's degree related to the area; or
 - Provides acceptable evidence of academic qualifications or significant experience related to the area for which the emergency authorization is being sought.

Please note: Emergency authorization of employment for special education teachers is prohibited under federal regulations and is unavailable.

10.57.107 EMERGENCY AUTHORIZATION OF EMPLOYMENT

Requirements

ELEMENT	SUBMISSION STATUS	SUBMIT
Educator Endorsement *	<input type="radio"/>	District U
Employment Information *	<input type="radio"/>	District U
Out of State License *	<input type="radio"/>	District U
Educator Qualifications *	<input type="radio"/>	Applican
County Superintendent *	<input type="radio"/>	County U
Affirmation: US and Montana Constitution *	<input type="radio"/>	Applican
Background Check *	<input type="radio"/>	Applican
Character and Fitness *	<input type="radio"/>	Applican

For the endorsement, select the endorsement the applicant is seeking, then check the Element Confirmation checkbox and then **Save & Continue**.

Educator Endorsement

Select the endorsement(s) you have completed in your educator preparation program.

Endorsement: (Dropdown menu open with options: American Sign Language, Arabic K-12, Art 5-12, Art K-12, Art K-8)

Element Confirmation

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

[← Back to Overview](#) [Save](#) [Save & Continue →](#)

For the employment information, provide the details for the position the applicant is being hired for. You'll also need to attach a copy of the most recent job posting, along with evidence of how many applicants applied for the position and how many were interviewed for the position. All fields are required.

IMPORTANT: When you select the file for the job posting, please ensure you click **+Add**. If you do not click **+Add**, the attachment will not save.

Employment Information

1. Please provide the information for the position the applicant will hold.

2. Please attach a copy of the most recent job posting; however, the posting must have been posted at minimum of 30 days ago.

Position:

Content:

Grade Level:

School for assignment:

Date of Employment:

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON	CONFIDENTIAL LEVEL
No attachments.					
<input type="text" value="Test File.pdf"/>	<input type="text" value="Enter Description"/>	<input type="text" value="Job Posting"/>			<input type="text" value="Low"/>

[Browse](#) [+ Add](#)

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.)

Grade Level: High School (8-12)

School for assignment: Baker High

Date of Employment: 08/01/2022

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON	CONFIDENTIAL LEVEL
Test File.pdf	Enter Description	Job Posting			Low
Choose file	Enter Description	Job Posting			Low

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

Element Confirmation

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

- District User

This element is missing a signature. It cannot be confirmed until all signatures are in place.

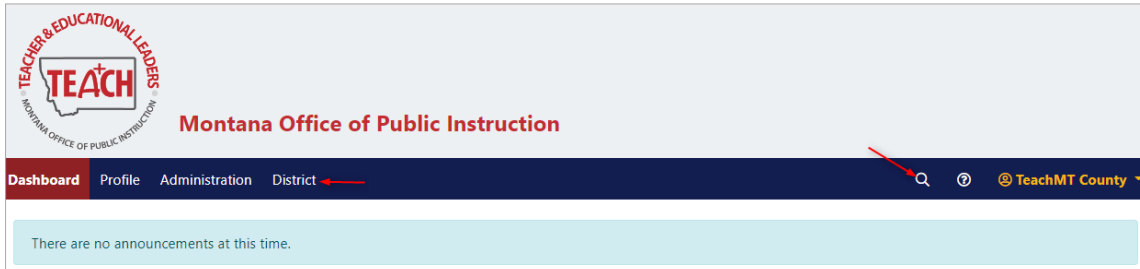
← Previous Continue →

This concludes the information needed from the district. The County Superintendent and Applicant are responsible for completing the other elements.

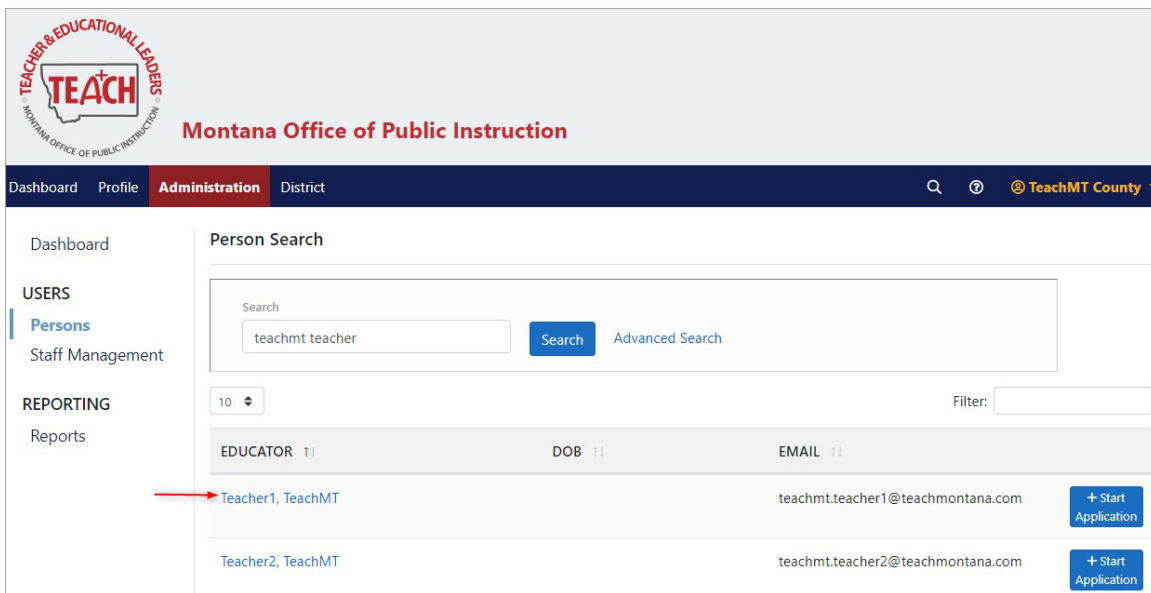
County Superintendent

The county superintendent will need to sign electronically in TeachMT for the Emergency Authorization application.

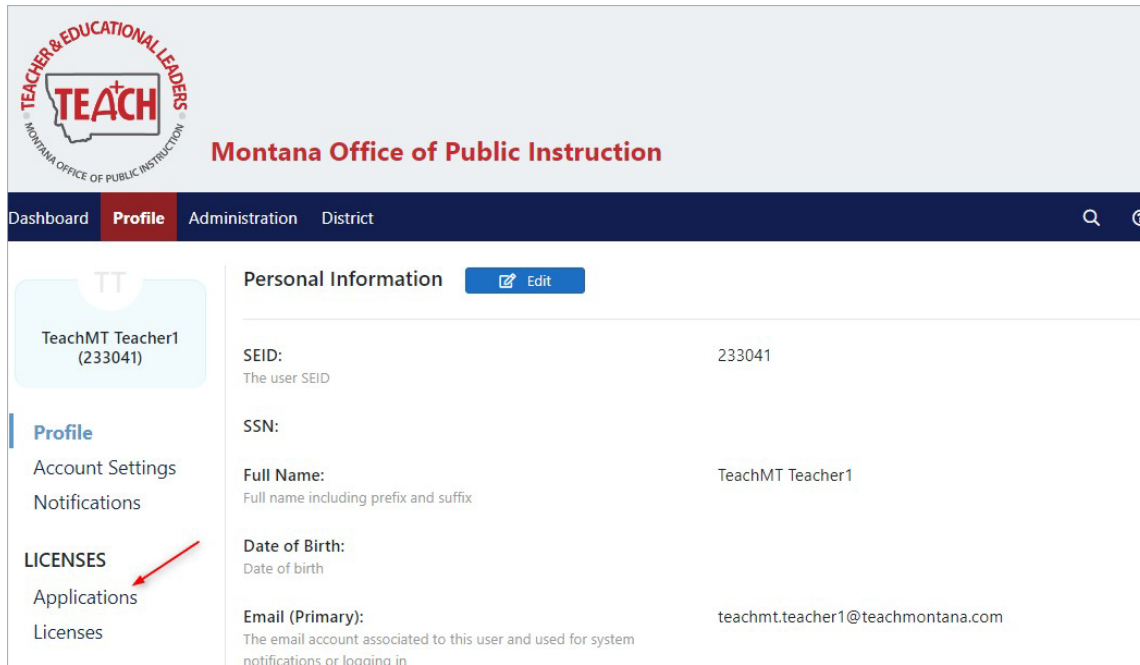
From the **Dashboard** (or any page within the system), click the magnifying glass icon to locate the applicant. You can also access the person search under the District tab.



Within the Person Search, you can use the basic or advance search features. Locate the applicant and click on the person's name.



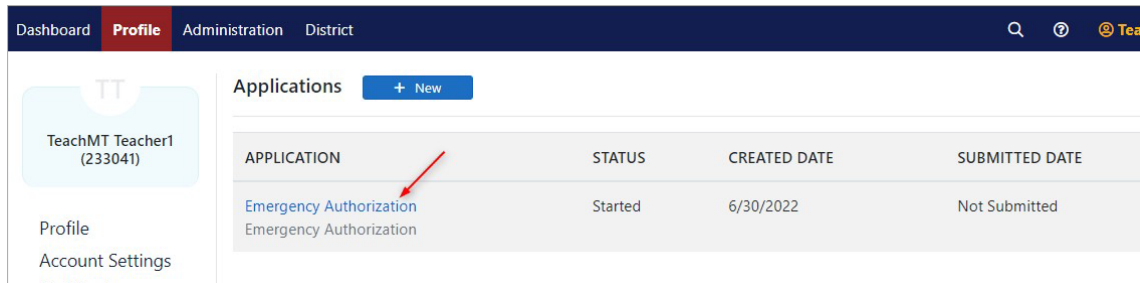
Once on the applicant's profile, click **Applications** from the left navigation.



The screenshot shows the user interface for the Montana Office of Public Instruction. At the top left is the logo for 'TEACH MONTANA' with the text 'TEACHER & EDUCATIONAL LEADERS' and 'MONTANA OFFICE OF PUBLIC INSTRUCTION'. To the right of the logo is the text 'Montana Office of Public Instruction'. Below this is a dark blue navigation bar with 'Dashboard', 'Profile', 'Administration', and 'District' tabs. The 'Profile' tab is active. On the left side of the profile page, there is a sidebar with 'Profile', 'Account Settings', 'Notifications', 'LICENSSES', 'Applications', and 'Licenses'. A red arrow points to the 'Applications' link. The main content area is titled 'Personal Information' and has an 'Edit' button. It contains the following fields:

SEID:	233041
<small>The user SEID</small>	
SSN:	
Full Name:	TeachMT Teacher1
<small>Full name including prefix and suffix</small>	
Date of Birth:	
<small>Date of birth</small>	
Email (Primary):	teachmt.teacher1@teachmontana.com
<small>The email account associated to this user and used for system notifications or logging in</small>	

Click the link for the Emergency Authorization application.



The screenshot shows the 'Applications' section of the profile page. It has a '+ New' button. Below is a table with the following data:

APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE
Emergency Authorization Emergency Authorization	Started	6/30/2022	Not Submitted

Next, click the **County Superintendent** element in the left navigation or in the Requirements section of the Overview page.

Emergency Authorization

Overview

ELEMENTS

- Educator Endorsement
- Employment Information
- Out of State License
- Educator Qualifications
- County Superintendent
- Affirmation: US and Montana Constitution
- Background Check
- Character & Fitness

Payment

Summary

APPLICANT

View User Profile

- All possibilities for obtaining a licensed educator have been exhausted.
- Proof of extensive advertising of vacant position can/will be provided.
- The individual for whom the Emergency Authorization is being sought **meets one or more** of the following:
 - Previously** held a valid teacher or specialist license; or
 - Holds a bachelor's degree related to the area; or
 - Provides acceptable evidence of academic qualifications or significant experience related to the area.

Please note: Emergency authorization of employment for special education teachers is prohibited.

[10.57.107 EMERGENCY AUTHORIZATION OF EMPLOYMENT](#)

Requirements

ELEMENT	SUBMIS
Educator Endorsement *	<input checked="" type="checkbox"/>
Employment Information *	<input checked="" type="checkbox"/>
Out of State License *	<input type="checkbox"/>
Educator Qualifications *	<input type="checkbox"/>
County Superintendent *	<input type="checkbox"/>
Affirmation: US and Montana Constitution *	<input type="checkbox"/>
Background Check *	<input type="checkbox"/>
Character and Fitness *	<input type="checkbox"/>

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.)

County Superintendent

Confirm the requirements for an Emergency Authorization have been met and recommend the applicant for Emergency Certification.

PIN: [Forgot your PIN?](#)

Element Confirmation

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

- County User

This element is missing a signature. It cannot be confirmed until all signatures are in place.

Once your electronic signature shows, you have completed your portion of the application. The remaining elements will be completed by the District or Applicant.