Licensed Teacher Added Recommendation

Program Objectives
This program is intended for those already licensed teachers to add an endorsement area to an existing Montana Class 1 or 2 teaching license. The process to add an endorsement begins with contacting the Field Placement Post-Baccalaureate Specialist, Jamie O’Callaghan (jamie.o’callaghan@montana.edu@subject%20%3A%20Address%20Endorsement) to inquire about available options. The Field Placement and Licensure Office will help you to determine your eligibility for one of the added endorsement options including the BPE Internship (http://www.montana.edu/fieldplacement/bpe/) option. Please note that MSU does not offer full, comprehensive online courses leading to an added endorsement with the exception of the Library Media Certificate (http://www.montana.edu/education/grad/librarymedia/) and Family and Consumer Sciences (https://www.montana.edu/hhd/graduate/famconscsi/) program. Individuals seeking an added endorsement will complete the LEAT process (http://www.montana.edu/fieldplacement/leat.html) in conjunction with working directly with the Field Placement and Licensure office.

To apply for the Licensed Teacher Additional Recommendation program you will need to qualify for this status by meeting the following designations. You must have:

• Completed a bachelor’s degree; and
• Completed a teacher education program and already have a Montana Class 1 or 2 teaching license. Individuals in this program must be seeking to add an endorsement to an existing teaching license.

Please contact the Office of Field Placement and Licensure prior to completing an application.

Program Requirements
These are the requirements for this status in order to be recommended for an added endorsement:

• Complete an application to the Montana State University (MSU) Office of Field Placement and Licensure (FLPO) for an Added Endorsement,
• Complete of the licensure Evaluation Assessment Tool (LEAT) Assessment Process,
• Content area and TEP program GPA of no less than 3.0,
• Complete the remaining courses required to satisfy academic requirements of new content area according to LEAT,
• Work through the Planning Sheet created for you by the Education Advising office or Field Placement and Licensure Office,
• Enroll in CEEX 280 each semester until endorsement completion or complete other requisite field experience in the new content area,
• Two formal observations of your teaching in the new subject area per semester will be required followed by a modified student teaching experience that meets MSU TEP requirements,
• Completion of EDCI 498: Internship-Clinical Supervised Experience (5 weeks teaching in the new endorsement area - if not teaching provisionally in the new content area).

As of May 2022, the Office of Public Instruction released new Licensure Requirements for Teacher Licensure in the State of Montana under ARM Chapter 57. The new licensure rules were effective immediately and changed the process by which MSU, and other Universities and Colleges recommend students for licensure. This change is pursuant to ARM 10.57.301.

INFORMATION:

(3) To add an additional endorsement to a Class 1 or 2 license, an applicant must submit verification of one of the three pathways:

a) Completion of a program of study as verified by the appropriate official, defined in ARM 10.57.102 (https://rules.mt.gov/gateway/ruleno.asp?RN=10.57.102); and

(i) proof of a minimum passing score on the PRAXIS Subject Assessment applicable to the requested endorsement as established by the Office of Public Instruction and approved by the Board of Public Education; on the endorsement-related content area exam; or

(ii) evidence of a passing score on a student teaching portfolio as defined in ARM 10.57.102 (https://rules.mt.gov/gateway/ruleno.asp?RN=10.57.102) and verified by the appropriate official from the educator preparation program; or

(iii) evidence of a 3.00 or higher coursework Grade Point Average (GPA) as defined in ARM 10.57.102 (https://rules.mt.gov/gateway/ruleno.asp?RN=10.57.102) and verified by the appropriate official from the educator preparation program.

Candidates seeking to add an endorsement through the Montana State University Department of Teacher Education Program will be recommended for licensure based on meeting the 3.0 GPA requirement of coursework listed on the candidates’ LEAT form.

How to Apply
To apply for the Licensed Teacher Added Endorsement Recommendation status you will complete the Application for Admission through the Montana State University Graduate School (http://www.montana.edu/gradschool/admissions/applying_admission.html) after working with the Office of Field Placement and Licensure to pre-determine your status in the new content/endorsement area. You will choose the following when submitting your online application: under Admission Type you will choose “Non-Degree”. Under Program Choice you will choose “Licensed Teacher Added Recommendation”.

Complete the application and pay the application fee

• Send an official* transcript reflecting the completion of your bachelor’s degree. Official transcripts are those sent directly from your previous university to our university. Applicants who are alumni of MSU-Bozeman do not need to submit their transcripts, however they should upload unofficial transcripts during the application process to aid in the review of your application.

• International Applicants. In addition to the above, international applicants will be required to submit a variety of additional documentation including English proficiency scores (at or above) the following: TOEFL [80], IELTS [level 6.5], iTEP [4.5], or PTE [54]. Please see International application process (http://www.montana.edu/gradschool/policy/admissions_intl.html) for further information.

Deadlines:

Domestic applications must be received by The Graduate School by the first day of classes.

International applications must be submitted approximately 75 days prior to the start of the term to ensure enough time for the issuance of an I-20.