

Licensed Teacher Added Recommendation

Program Objectives

At MSU we value the opportunity to support currently licensed Montana Teachers in adding a teaching endorsement. The Licensed Teacher Added Recommendation 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 by contacting the Office of Alternative Pathways to discuss available options. The endorsement option may include the Teaching Endorsement Internship (<https://www.montana.edu/fieldplacement/bpe/>). 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://catalog.montana.edu/graduate/education-health-human-development/human-development-community-health-family-consumer-sci-ed-grad-cert/>) program. Prior to submitting a graduate application, individuals seeking an added endorsement will complete the Licensure Evaluation Assessment Tool (LEAT) (<https://www.montana.edu/fieldplacement/leat.html>) and meet with the Office of Alternative Pathways.

Eligibility Requirements

Eligibility requirements for the **Licensed Teacher Additional Recommendation** program are:

- Completed bachelor's degree;
- Completed teacher education program with a Montana Class 1 or 2 teaching license
- Individuals in this program must be seeking to add an endorsement to an existing teaching license.

Program Requirements

Program requirements to complete the program are:

- Complete the Licensure Endorsement Assessment Tool (LEAT) prior to submitting an online application
- Adhere to the MSU Teacher Education Requirements (<https://catalog.montana.edu/undergraduate/education-health-human-development/department-education/#teachereducationrequirements>).

How to Apply

Contact the Office of Alternative Pathways and complete the LEAT process to pre-determine status in new content/endorsement area. To apply for the Licensed Teacher Added Endorsement, complete the Online Application for Admission through the Montana State University Graduate School (http://www.montana.edu/gradschool/admissions/applying_admission.html). Select the following to submit an application:

1. Admission Type: "Non-Degree"
2. Program Choice: "Licensed Teacher Added Recommendation"
3. Submit **official transcript** showing the completion of a bachelor's degree. Official transcripts are those sent directly from your previous university to MSU. Applicants who are alumni of MSU-Bozeman do not need to submit official transcripts; however, applicants should upload unofficial transcripts during the application process
4. Complete and submit the application and \$70.00 application fee. It is recommended that the online application be submitted 10 working days prior to the start of the semester.

Contact Information

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