

# QUALIFICATIONS FOR A MONTANA CLASS 5 ALTERNATIVE LICENSE

## ***GENERAL INFORMATION:***

A Class 5 Alternative License:

- \* Is valid for a term of three years;
- \* Is available with any endorsement normally allowed for Class 1, 2, 3, or 6 Licenses;
- \* Requires the applicant to sign and file with the Superintendent of Public Instruction a Plan of Professional Intent outlining deficiencies and leading to the Class 1, 2, 3, or 6 License within 3 years of the date of the alternative license;

If the requirements are not completed within the 3 year valid period of the license, the license will lapse. The candidate can still complete the requirements, but will not be eligible for a classroom assignment without full licensure.

***Please see subject area-specific requirements:***

Elementary Teaching	Elementary Principal
Secondary Teaching	Secondary Principal
Superintendent	K-12 Principal
Supervisor	
School Psychologist	School Counselor
Reinstatement or Renewal	

How to Upgrade

## ***RENEWAL REQUIREMENTS***

A Class 5 Alternative License can not be renewed.

## ***REINSTATING A LAPSED LICENSE***

A lapsed Class 5 Alternative License can not be reinstated.

	<p><b>Linda McCulloch, Superintendent</b> Montana Office of Public Instruction PO Box 202501 Helena, Montana 59620-2501 <a href="http://www.opi.mt.gov">www.opi.mt.gov</a></p>	<p><b>Contact Educator Licensure at</b> <b>406-444-3150 or</b> <b><a href="mailto:cert@mt.gov">cert@mt.gov</a></b></p>
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# QUALIFICATIONS FOR A MONTANA CLASS 5 ALTERNATIVE LICENSE

## ***ELEMENTARY LEVEL TEACHING***

To obtain a Class 5 Alternative License with an Elementary Endorsement, an applicant must provide verification of:

- a) a bachelor's degree from an accredited college or university with a major that an approved university program will accept towards program completion;
- b) a minimum of 60 semester credits of academic preparation in language arts and literature, history, government, and related social science, mathematics, and any two of the following: art, music, foreign languages, speech, drama, library science, or health; **and**
- c) professional preparation of at least six (6) semester credits to include human growth and development, reading and/or language arts, social studies, and arithmetic.

## ***SECONDARY LEVEL TEACHING***

To obtain a Class 5 Alternative License with a Secondary Endorsement, an applicant must provide verification of:

- a) a bachelor's degree from an accredited college or university;
- b) 30 semester credits in an approved major and 20 semester credits in an approved minor **or** 40 semester credits in an extended major; **and**
- c) professional educator preparation of at least six semester credits.

If you would like to be evaluated for eligibility for a Class 5 Alternative License in Elementary or Secondary Teaching, please submit:

- Completed application—pages 4, 5, 6, and 13 (page 7 if you have completed an elementary or secondary teacher preparation program)
- \$24 fee—payable to OPI
- Official college transcripts showing posted degree(s) and 6 semester credits in education coursework
- Indicate additional K-12 endorsements you wish to hold in Montana
- Fingerprint background check application and \$34 fee submitted directly to the Montana Department of Justice (if applicable)



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# QUALIFICATIONS FOR A MONTANA CLASS 5 ALTERNATIVE LICENSE

## ***ELEMENTARY PRINCIPAL***

To obtain a Class 5 Alternative License with an Elementary Principal endorsement, an applicant must provide verification of:

- a) a master's degree from any accredited professional educator preparation program and nine graduate semester credits in school administration;
- b) eligibility for a Class 1, 2, or 5 Teaching License at the elementary level; *and*
- c) verification of three years of successful teaching experience as an appropriately licensed and assigned teacher at the elementary level.

## ***SECONDARY PRINCIPAL***

To obtain a class 5 alternative license with a Secondary Principal endorsement, an applicant must provide verification of:

- a) a master's degree from any accredited professional educator preparation program and nine graduate semester credits in school administration;
- b) eligibility for a Class 1, 2, or 5 Teaching License at the secondary level; *and*
- c) verification of three years of successful teaching experience as an appropriately licensed and assigned teacher at the secondary level.

If you would like to be evaluated for eligibility for a Class 5 Alternative License for Elementary or Secondary Principal, please submit:

- Completed application—pages 4, 5, 6, 12 and 13 (pages 7 & 8 if you have completed an elementary or secondary administrative program)
- \$18 fee—payable to OPI (add \$6 if this is an initial Montana license)
- Official BA and MA college transcripts (if not previously on file)
- Fingerprint background check application and \$34 fee submitted directly to the Montana Department of Justice (if applicable)



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# QUALIFICATIONS FOR A MONTANA CLASS 5 ALTERNATIVE LICENSE

## ***K-12 PRINCIPAL***

To obtain a Class 5 Alternative License with a K-12 Principal endorsement, an applicant must provide verification of:

- a) a master's degree from any accredited professional educator preparation program and nine graduate semester credits in school administration;
- b) eligibility for a Class 1, 2, or 5 Teaching License at any level within K-12; ***and***
- c) verification of three years of successful teaching experience as an appropriately licensed and assigned teacher at any level within K-12

If you would like to be evaluated for eligibility for a Class 5 Alternative License for K-12 principal, please submit:

- Completed application-pages 4, 5, 6, 12 and 13 (pages 7 & 8 if you have completed a K-12 principal program)
- \$18 fee—payable to OPI (add \$6 if this is an initial Montana license)
- Official BA and MA college transcripts (if not previously on file)
- Fingerprint background check application and \$34 fee submitted directly to the Montana Department of Justice (if applicable)

## ***SUPERINTENDENT***

To obtain a Class 5 Alternative License with a Superintendent endorsement, an applicant must provide verification of:

- a) a master's degree in education leadership from an accredited professional educator preparation program or equivalent;
- b) eligibility for a Class 1, 2, or 5 Teaching License at the appropriate level;
- c) verification of three years of appropriately licensed and assigned teaching experience; ***and***
- d) verification of one year of appropriately licensed experience as a principal or one year of a supervised board of public education approved administration internship as superintendent.

If you would like to be evaluated for eligibility for a Class 5 Alternative License for superintendent, please submit:

- Completed application-pages 4, 5, 6, 12 and 13 - please submit separate verification (page 12) for teaching and administrative experience. (Pages 7 & 8 if you have completed a superintendent program)
- \$18 fee—payable to OPI (add \$6 if this is an initial Montana license)
- Official BA and MA college transcripts (if not previously on file)
- Fingerprint background check application and \$34 fee submitted directly to the Montana Department of Justice (if applicable)



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# QUALIFICATIONS FOR A MONTANA CLASS 5 ALTERNATIVE LICENSE

## ***SUPERVISOR-SPECIAL EDUCATION***

To obtain a Class 5 Alternative License with a Special Education Supervisor endorsement, an applicant must provide verification of:

- a) a master's degree from accredited college or university in special education for supervisory endorsement *or* a master's degree in a special education related service field; *and*
- b) verification of **three** years of appropriately licensed experience as a special education teacher *or* verification of **five** years of experience in a school setting as a fully licensed and appropriately assigned related services provider (i.e., school psychologist, speech-language pathologist, audiologist, physical therapist, occupational therapist, registered nurse, clinical social worker, or clinical professional counselor).

## ***SUPERVISOR-OTHER SUBJECT AREA***

To obtain a Class 5 Alternative License with a Supervisor endorsement, an applicant must provide verification of:

- c) a master's degree from accredited college or university in the area requested for supervisory endorsement; *and*
- d) verification of **three** years of appropriately licensed experience as a teacher in the area requested for supervisory endorsement.

If you would like to be evaluated for eligibility for a Class 5 Alternative License for Supervisor, please submit:

- Completed application—pages 4, 5, 6, 12 and 13 (pages 7 & 9 if you have completed a supervisor program)
- \$18 fee—payable to OPI (add \$6 if this is an initial Montana license)
- Official BA and MA college transcripts (if not previously on file)
- Fingerprint background check application and \$34 fee submitted directly to the Montana Department of Justice (if applicable)



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# QUALIFICATIONS FOR A MONTANA CLASS 5 ALTERNATIVE LICENSE

## *SCHOOL PSYCHOLOGIST*

To obtain a Class 5 Alternative License with a specialist endorsement in School Psychology an applicant must provide verification of:

- a. a master's degree
- b. completion of at least 12 of the following 16 requirements:
  - i. Undergraduate or graduate general education/psychology course work/content to include:
    - careers
    - human growth and development;
    - general psychology
    - abnormal psychology; and
    - learning theory;
  - ii. Undergraduate or graduate general education course work/content to include:
    - exceptional children (must include special education)
    - curriculum development
    - diagnosis and remediation of reading; and
    - educational evaluation; **and**
  - iii. Graduate psychological methods and techniques course work/content to include:
    - individual intelligence testing;
    - child psychopathology and achievement testing;
    - personality assessment;
    - interviewing and counseling;
    - behavior interventions;
    - school psychology practicum/internship; and
    - administration, role and function of school psychology; **and**
- c. Specific completion of the individual intelligence testing requirement.

If you would like to be evaluated for eligibility for a Class 5 Alternative license for School Psychologist, please submit:

- Completed application-pages 4, 5, 6, 10 and 13
- \$18 fee—payable to OPI (add \$6 if this is an initial Montana license)
- Official BA and MA college transcripts (if not previously on file)
- Fingerprint background check application and \$34 fee submitted directly to the Montana Department of Justice (if applicable)



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# QUALIFICATIONS FOR A MONTANA CLASS 5 ALTERNATIVE LICENSE

## *SCHOOL COUNSELOR*

To obtain a Class 5 Alternative License with a specialist endorsement in School Counseling, an applicant must provide verification of:

- a. a master's degree; *and*
- b. verification from an accredited university professional educator preparation program of being within four course deficiencies of completing full requirements as outlined in 10.57.435 (also available at [www.opi.mt.gov/cert](http://www.opi.mt.gov/cert) in the Class 6 License Qualifications document).

If you would like to be evaluated for eligibility for a Class 5 Alternative License in school counseling please submit:

- Completed application-pages 4, 5, 6, 11 and 13
- \$18 fee—payable to OPI (add \$6 if this is an initial Montana license)
- Official BA and MA college transcripts (if not previously on file)
- Fingerprint background check application and \$34 fee submitted directly to the Montana Department of Justice (if applicable)



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# QUALIFICATIONS FOR A MONTANA CLASS 5 ALTERNATIVE LICENSE

## ***REINSTATEMENT OR RENEWAL***

A Class 5 Alternative License for reinstatement or renewal is for those who hold or have held valid licenses in Montana but do not meet recent credit requirements for reinstatement or renewal.

Individuals applying for the Class 5 Licenses for purposes of reinstating or renewing should be aware that this license can only be granted once in a lifetime. If you fail to meet renewal requirements at a later date, you will not be eligible to apply for a second Class 5 license to meet renewal requirements.

To obtain a Class 5 Alternative License for reinstatement , an applicant must submit:

- Completed application-pages 4, 5, 6 and 13
- \$18 fee—payable to OPI
- Fingerprint background check application and \$34 fee submitted directly to the Montana Department of Justice (if applicable)

## ***LICENSE UPGRADE***

To upgrade your Class 5 License to full licensure, you must submit evidence of completion of deficiencies listed on your Plan of Professional Intent. If you have questions about the deficiencies listed on your Plan of Professional Intent, please email Educator Licensure at [cert@mt.gov](mailto:cert@mt.gov) or call at 406 444-3150.

If you have met the requirements to upgrade your Class 5 License, please submit:

- Completed Class 5 Upgrade application
- Applicable fees (contact Educator Licensure for fee information)
- Official transcripts (if applicable)
- Institutional Evaluation & Recommendation (page 7 if applicable)



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