Application for a Montana Class 5 Educator License
Administrator and Supervisor Supplement

Denise Juneau, Superintendent **Montana Office of Public Instruction**	**Montana Office of Public Instruction** **Attn: Educator Licensure** **P.O. Box 202501** **Helena, MT 59620-2501**	**To contact Educator Licensure** **406-444-3150 or cert@mt.gov** **www.opi.mt.gov/cert**

This form is for those Class 5 applicants who are applying for a superintendent, principal, or subject area supervisor license but may have not completed requirements for full licensure. The items listed under each endorsement are the minimum requirements for the Class 5 Administrator license. If you cannot check every box under each endorsement, you are most likely not eligible for the endorsement.

Last Name		First Name		MI	

☐ Superintendent

- ☐ I have a master's degree in educational leadership from an accredited professional educator preparation program or equivalent;
- ☐ I am eligible for a Class 1, 2, 5 (teaching), or 6 (school counselor) license at the appropriate level;
- ☐ I have a minimum of three years of successful experience as an appropriately licensed and assigned Class 1 or 2 teacher or Class 6 school counselor at any level; and
- ☐ I have 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.

NOTE: Applicants more than six semester credits from meeting requirements for full licensure must also submit written evidence of enrollment in an accredited professional educator preparation program leading to the superintendent endorsement and enrollment in an internship program. The internship may be a Board of Public Education approved internship program as outlined in ARM 10.55.703, or, if part of a program outside of Montana, must meet similar criteria as outlined in ARM 10.57.427.

Comment

☐ Principal (select level) ☐ Elementary (K-8) ☐ Secondary (5-12) ☐ K-12

- ☐ I have a master's degree from any accredited professional educator preparation program and nine graduate semester credits in school administration;
- ☐ I am eligible for a Class 1, 2, 5 (teaching), or 6 (school counselor) license at the the appropriate level; and
- ☐ I have a minimum of three years of successful experience as an appropriately licensed and assigned Class 1 or 2 teacher or Class 6 school counselor at the appropriate level.

NOTE: Applicants more than six semester credits from meeting requirements for full licensure must also submit written evidence of enrollment in an accredited professional educator preparation program leading to the principal endorsement and enrollment in an internship program. The internship may be a Board of Public Education approved internship program as outlined in ARM 10.55.703, or, if part of a program outside of Montana, must meet similar criteria as outlined in ARM 10.57.427 through 430.

Comment

☐ Supervisor

- ☐ I have a master's degree from an accredited college or university in the area requested for supervisory endorsement; and
- ☐ I have verification of three years of appropriately licensed experience as a teacher in the area requested for supervisory endorsement: or
- ☐ (for Special Education only): verification of five years of experience in a school setting as a fully licensed and appropriately assigned related services provider.

Comment