

MSEIS Help

1 HOW TO LOG IN TO MSEIS

Access MSEIS via the MSEIS/TEAMS Login: <https://apps3.opi.mt.gov/SSO/Login/Login.aspx>

1.1 NEW USERS – HOW TO CREATE A NEW USER ACCOUNT

MSEIS/TEAMS Login
Montana Office of Public Instruction
Denise Juneau, Superintendent

Help

- MSEIS User Manual
- Contact MSEIS
- Support
- Contact TEAMS
- Support
- OPI Home

Already Have A User Account? Login Here:

User Name:

Password:

New User? Create User Account Here:

Click the Create New User Account button to create a MSEIS User Account.



Forgot Login Information? Login Here:

If you do not remember your password, you can click on the button "Forgot Your Password?" below to access the system by verifying some basic information about your account.

Guest Login

Provides access to the Montana Educator Credential Lookup through the MSEIS System.

Provides access to Accreditation Reports through the TEAMS System.

mt.gov | Privacy Statement | Accessibility Policy

Selecting the “Create New User Account” button will take you to a multi-screen wizard that will walk you through the process of creating an account. **The MSEIS system was implemented in 2012 so even if you previously had an account in our system used to renew your license in the past, you will need to set up a new account in the MSEIS system.**

1.1.1 Existing Montana Licensed Educators

Create User Name Wizard

You are completing the Create User Name Wizard.

This process will create a new username and password to login to the MSEIS (Montana State Educator Information System).

To create a new user account for TEAMS, users must have the school district's Authorized Representative (AR) request their access rights by submitting the **TEAMS System Security Assignments Security Form** to the Office of Public Instruction. See instructions on the form.

.....

Once you have made your choice click the Next button.

I am or have been a Montana Licensed Educator. Use this option to manage and RENEW your Montana Licenses.

I have never held a Montana Educator License and would like to apply for an Educator License in the State of Montana.

Cancel - Please cancel the wizard.

Next

Select the first option and click "Next".

Create User Name Wizard

You are completing the Create User Name Wizard.

Please enter and confirm your SSN, last name and date of birth below so we can retrieve your educator record.

Once you have entered and confirmed the data click on the Next button.

Social Security Number:
(Ex: 999999999)

Confirm Social Security Number:

Last Name:

Date of Birth: MM/DD/YYYY

.....

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous **Next**

Fill out the four fields on this screen, all are required, select Continue and click "Next".

NOTE: if any of these fields do not match the information in MSEIS, an error will occur.

The SSN and Last Name could not be matched. Please check them and try again.

You will need to contact the Office of Public Instruction at 406.444.3150 for help in resolving the error.

Create User Name Wizard

You are completing the Create User Name Wizard.

Your Name Here

Email Address:

Confirm Email Address:

.....

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

Fill out the two fields on this screen, email addresses are required, select Continue and click "Next".



Create User Name Wizard

You are completing the Create User Name Wizard.

Please enter and confirm the User Name you would like to use to access the system.

Your User Name must be between 4 and 20 characters long.

Once you have entered and confirmed the data click on the Next button.

When creating a new account please use your first initial and last name (Example: John Doe would have a user name of JDoe). If that user name is already in use, it is recommended you use a number appended to the end (Example: JDoe1).

User Name:

Confirm User Name:

.....

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

Fill out the two fields on this screen to create a user name, both are required and must match, select Continue and click "Next".



Create User Name Wizard ?

You are completing the Create User Name Wizard.

Please enter and confirm the password you would like to use to access the system.

Your password must be between 6 and 20 characters long and consist of 2 types of characters.

Once you have entered and confirmed the data click on the Next button.

Password:

Confirm Password:

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

← Previous Next →

Fill out the two fields on this screen to create your password, both are required and must match, select Continue and click "Next".



Create User Name Wizard ?

You are completing the Create User Name Wizard.

Please select a secret question and answer to use for accessing the system. This question will be asked any time you reset your User Name. It will be verified every 25 logins to ensure that it is current.

Once you have selected the question and entered the answer click on the Next button.

Secret Question:

Secret Question Answer:

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

← Previous Next →

Select a secret question and provide an answer to the question. This will be used should you ever forget your password. The OPI does not see the answer to your secret question. Select Continue and click "Next".



Create User Name Wizard

You are completing the Create User Name Wizard.

Please enter your town of birth below so we can further distinguish your identity.

Once you have entered and confirmed the data click on the Next button.

Town of Birth:

.....

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

Provide the town of your birth. This will be used should you ever forget your password and the answer to your secret question so the OPI can reset your account. Select Continue and click "Next".



Create User Name Wizard

You are completing the Create User Name Wizard.

You are almost finished!

Your new MSEIS/TEAMS Login account will **NOT** be created until you click on the Submit button.

Your new User Name is listed below.

When finished reviewing click on the Enter button.

User Name: **Your User Name Here**

.....

Please click on the Submit button to continue.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Submit

Final step, select Continue and click "Submit".



MSEIS/TEAMS Login
 Montana Office of Public Instruction
 Denise Juneau, Superintendent

Your User Name Here Your Name Here

Frequently Asked Questions

Systems My Profile Help

Location

- Systems

Help

- MSEIS User Manual
- Contact MSEIS
- Support
- Contact TEAMS
- Support
- OPI Home

Logout

- Logout

Please Click the System You Would Like to Access

 **Montana State Educator Information System (MSEIS)** 

Click on Montana State Educator Information System (MSEIS) in order to view and update your license information.

Your MSEIS Home Screen will look similar to this:

Home My Licenses Renewals Reports

Home Page

 **Welcome Educator** **Your Name Here**

Welcome to the new Montana State Educator Information System (MSEIS).
 We will be bringing new features and updates to you on a regular basis so be sure to read your summary screen.

 **1 Licenses: View Your License(s) Here**
 Your license(s) are available online. You will be able to see all your current and prior license(s), received documents, and degrees on file.

 **Apply for a Montana Educator License Here**
 Click here to apply for a Montana Educator License. The online application will help determine your eligibility and guide you through the process. Click on this link to start the application process.

 **Renew Your License(s) Here**
 Click here to renew your Montana educator license(s). Most renewal applications can be submitted electronically. Some applications must be reviewed before they will be renewed. All online applications require an electronic payment at time of application.

If you have used the MSEIS system you do not have to complete the steps above and can log in using your MSEIS User Name and Password.

1.2 EXISTING USERS

The screenshot shows the MSEIS/TEAMS Login page. The header includes the title "MSEIS/TEAMS Login" and the Montana Office of Public Instruction logo with the name "Denise Juneau, Superintendent". A left-hand navigation menu lists "Help", "MSEIS User Manual", "Contact MSEIS", "Support", "Contact TEAMS", "Support", and "OPI Home". The main content area is divided into four sections: "Already Have A User Account? Login Here:" with fields for "User Name:" and "Password:" and a "Login To System" button; "New User? Create User Account Here:" with a "Create New User Account" button; "Forgot Login Information? Login Here:" with a "Forgot Your Password?" button; and "Guest Login" with a "Guest Login" button. A red arrow points to the "Login To System" button.

Fill out the User Name and Password fields and click the “Login To System” button.

IF you have used the MSEIS system in the past but have forgot your Login information:

1.3 EXISTING USERS – FORGOT YOUR PASSWORD?

This screenshot is identical to the one above, showing the MSEIS/TEAMS Login page. However, a red arrow points to the "Forgot Your Password?" button in the "Forgot Login Information? Login Here:" section.

Click on the “Forgot Your Password?” button to be taken to a multi-screen wizard that will walk you through the process of updating your password.

If you don't get an email to help you reset your password, this means that you may have used a different email address when you set up your MSEIS account. Please try any other email addresses you may have used. If that doesn't work, call 406-444-3150 for assistance.

2 RENEWING YOUR LICENSE(S)

If your license is ready for renewal, your Home screen will provide you with the following option:

1 License: View Your License(s) Here
Your license(s) are available online. You will be able to see all your current and prior license(s), received documents, and degrees on file.

Apply for a Montana Educator License Here
Click here to apply for a Montana Educator License. The online application will help determine your eligibility and guide you through the process. Click on this link to start the application process.

Renew Your License(s) Here
Click here to renew your Montana educator license(s). Most renewal applications can be submitted electronically. Some applications must be reviewed before they will be renewed. All online applications require an electronic payment at time of application.

Click here to renew your license(s).

A new screen will open with a table showing all your licenses available for renewal. If the table is empty, none of your licenses are available for renewal at this time.

Licenses Eligible for Renewal					
Application ID	License	Status	Issue Date	Expire Date	Renew Date
	1 - Professional Teaching	Issued	4/13/2010	6/30/2015	6/30/2015

[Click Here to Renew License](#)

The table above shows license(s) that are eligible to renew online. The list may be empty if you have already renewed your license(s) online or through a paper application.

Click the "Click Here to Renew License" link to be taken to the multi-screen wizard that will walk you through the renewal process.

If you do not have enough renewal units recorded in MSEIS to renew your license, you will be redirected to the Professional Development screen via this pop-up:

Inadequate renewal units

You do not have the required number of renewal units to start the Renewal Process. Please click the button to be redirected to the Educator Professional Development page to enter the needed professional development.

Click here to go to Educator Professional Development

Cancel

Click this button to be directed to the Professional Development screen to enter your Renewal Units.

2.1 ENTERING RENEWAL UNITS OR COLLEGE CREDITS

The Professional Development screen provides a list of all current licenses, the number of license renewal units and/or college credits required to renew, the number of license renewal units and/or college credits recorded, and the number of license renewal units and/or college credits remaining.

Click here for information on getting a license renewed

Licenses												
Edit	ID	License	Status	Effective Date	Expiration Date	License Renewal Units Required	License Renewal Units Recorded	License Renewal Remaining	College Credit Renewal Units Required	College Credit Renewal Units Recorded	College Credit Renewal Units Remaining	Apply
Edit		1 - Professional Teaching	Issued	7/1/2010	6/30/2015	60	0	60	0	0	0	Renew

Active Renewal Units **Renewal Units History**

Professional Development										
Edit	ID	Type	Begin Date	End Date	PD Units	Renewal Units	Title	Provider	Delete	
No Records Found										

Click here to add Renewal Units or College Credits

Continue Renewal Process

To add renewal units or college credits, click the “Add Renewal Units or College Credits” button to be taken to a wizard that will walk you through the

Add Educator Professional Development - Step 1 of 1

PLEASE NOTE: At the time of renewal, you are no longer required to submit original signed OPI renewal unit certificates or official transcripts. If your renewal application is audited, you will be required to submit these documents within 60 days. You will not receive your renewed license until your professional development has been verified.

SEID#: [REDACTED]

Credit Type: Semester Credit *
Quarter Credit = 10 Renewal Units
 Semester Credit = 15 Renewal Units

State: Alabama *

Institution: Alabama State University *

Class: Ed 202 *

Semester Credits: 4 *

Renewal Units: 60

Begin Date: 01/01/2014 MM/DD/YYYY *

End Date: 12/31/2014 MM/DD/YYYY

Once you have entered the required data click on the Submit button.

Submit - Please save the Renewal Unit.
 Cancel - Please cancel the wizard.

Submit

An important change to the renewal process, beginning Summer 2015.

The fields on this screen will update, based on whether you are entering college credits or renewal units, see below.

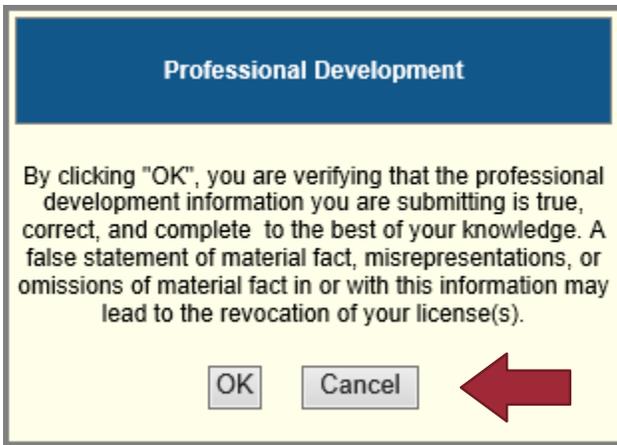
Fill out all fields, select Submit, and click “Submit”.

College Credits (Quarter or Semester Credit) Review the back of your transcript for information on the type of credit you earned

Renewal Units

Credit Type: <input type="text" value="Quarter Credit"/> *	Credit Type: <input type="text" value="Renewal Unit"/> *
Quarter Credit = 10 Renewal Units Semester Credit = 15 Renewal Units	Quarter Credit = 10 Renewal Units Semester Credit = 15 Renewal Units
State: <input type="text"/> *	Provider: <input type="text"/> *
Institution: <input type="text" value="Please Select A State"/> *	Event: <input type="text" value="Please Select A State"/> *
Class: <input type="text"/>	Renewal Units: <input type="text"/> *
Quarter Credits: <input type="text"/> *	Renewal Units: Enter the Number of Renewal Units.
Renewal Units: Enter the Number of Quarter Credits.	Begin Date: <input type="text"/> MM/DD/YYYY *
Begin Date: <input type="text"/> MM/DD/YYYY *	End Date: <input type="text"/> MM/DD/YYYY
End Date: <input type="text"/> MM/DD/YYYY	

A Professional Development pop-up will appear reminding you all information recorded in MSEIS must be true, correct, and complete to the best of your knowledge. A false statement of material fact, misrepresentations, or omissions of material fact in or with this information may lead to the revocation of your license(s).



If all information provided is correct, click OK.

If you need to correct any information, click Cancel, and you will be taken back to the Add Educator Professional Development wizard.

The new renewal units will appear in both the license table and the Professional Development table on the Professional Development Screen:

Click here for information on getting a license renewed

Licenses												
Edit	ID	License	Status	Effective Date	Expiration Date	License Renewal Units Required	License Renewal Units Recorded	License Renewal Remaining	College Credit Renewal Units Required	College Credit Renewal Units Recorded	College Credit Renewal Units Remaining	Apply
Edit	209995	1 - Professional Teaching	Issued	7/1/2010	6/30/2015	60	60	0	0	60	0	Renew
Edit	209996	3 - Administrator	Issued	7/1/2010	6/30/2015	60	60	0	0	60	0	Renew

Active Renewal Units [Renewal Units History](#)

Professional Development									
Edit	ID	Type	Begin Date	End Date	PD Units	Renewal Units	Title	Provider	Delete
Edit	114071	Semester Credit	1/1/2014	12/31/2014	4	60	Ed 202	Alabama State University	Delete

Click here to add Renewal Units or College Credits

Once you have entered enough renewal units or college credits to renew your license, continue with the online renewal process by clicking on the 'Renew' button to the right of the license information line above.

After all renewal units and/or college credits are entered, you can continue to the renewal process.

2.2 RENEWAL PROCESS

There are a number of ways to access the multi-screen renewal process, but each of these different ways will take you to the one renewal process.

1. The Renewals Screen:
 - A. Select Renewals from the horizontal menu.
 - B. Click the Renew License link.

Licenses Eligible for Renewal					
Application ID	License	Status	Issue Date	Expire Date	Renew Date
226954	1 - Professional Teaching	Issued	4/1/2010	6/30/2015	6/30/2015

Click Here to Renew License

The table above shows license(s) that are eligible to renew online. The list may be empty if you have already renewed your license(s) online or through a paper application.

2. The Professional Development Screen:

- A. Select My Licenses from the horizontal menu.
- B. Select Professional Development from the vertical menu.
- C. Click the Renew link in the Licenses table. OR
- D. Click the Continue Renewal Process button under the Professional Development table.

The screenshot shows a web application interface for license management. The top navigation bar includes 'Home', 'My Licenses', 'Reports', and 'Avals'. The left sidebar contains a vertical menu with 'My Licenses' highlighted. The main content area is divided into sections: 'Primary Information' (personal details), 'Contact Information' (address and phone), and 'Miscellaneous Information' (race and status). Below these is a 'Licenses' table with columns for ID, License, Status, Effective Date, Expiration Date, License Renewal Units Required, License Renewal Units Recorded, License Renewal Remaining, College Credit Renewal Units Required, College Credit Renewal Units Recorded, and College Credit Renewal Units Remaining. A 'Renew' button is visible next to the first row. Below the Licenses table is a 'Professional Development' table with columns for ID, Type, Begin Date, End Date, PD Units, Renewal Units, Title, and Provider. A 'Delete' button is visible next to the first row. A footer note states: 'Once you have entered enough renewal units or college credits to renew your license, continue with the online renewal process by clicking on the 'Renew' button to the right of the license information line above.'

Each of these ways to access the Renewal Process will take you to a multi-step wizard:

Renew Educator License - Step 1 of 6

Please update your profile information and click the Next button.

TIN / GST:

Prefix:

First Name: *

Middle Name:

Last Name: *

Maiden Name:

Print Name:

Suffix:

Gender: *

Birth Date: MM/DD/YYYY *

Hispanic: Non-Hispanic *

Race:

American Indian/Alaskan Native Asian

Black or African American Native Hawaiian or Pacific Islander

Unknown White, Non-Hispanic

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Next 

All fields marked with a red asterisk are required. All information we already have will be pre-filled, but can be updated, if need be. Make sure you review and update your information so your new license is issued in the correct name. Your name will print exactly as it appears on the Print Name field

Select Continue, and click "Next" to move on.

Renew Educator License - Step 2 of 6

Please update your address information and click the Next button.

Mailing Address: *

Zip Code: *

Zip Plus4:

City: *

Country Code: United States *

State Code: Montana *

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Previous   Next

All fields marked with a red asterisk are required. All information we already have will be pre-filled, but can be updated, if need be. This is the address your new certificate will be sent to.

Select Continue, and click "Next" to move on.

Renew Educator License - Step 3 of 6

Please update your contact information and click the Next button.

Work Phone: () - ext.

Personal Phone: () - *

Email Address: *

Please update your contact information and click the Next button.

Save - Please save the profile information.

Cancel - Please cancel the wizard

Previous Next

All fields marked with a red asterisk are required. All information we already have will be pre-filled, but can be updated, if need be.

Select Save, and click "Next" to move on.





Please answer the following Character and Fitness questions. If you have reported an incident on a prior Montana license application, select Yes and enter 'Previously Reported' in the explanation.

Yes No Question

- 1. Have you ever had adverse action taken against any professional certificate, license, or other credential issued for practice in ANY field (e.g. Cosmetology, Architecture, Massage Therapist), or is any such action pending? **If YES, select the actions below that apply.**

<input type="checkbox"/> Cancellation	<input type="checkbox"/> Denial	<input type="checkbox"/> Failure to Renew
<input type="checkbox"/> Letter of Warning	<input type="checkbox"/> Other	<input type="checkbox"/> Reprimand
<input type="checkbox"/> Revocation	<input type="checkbox"/> Suspension	<input type="checkbox"/> Voluntary Surrender

- 2. Have you ever resigned or been disciplined, discharged, or asked to resign or retire from a professional position or military service because of allegations of misconduct, or is any such action pending? This includes discipline for failure or refusal to fulfill an employment contract.

- 3. Have you ever been convicted of any crime (misdemeanor or felony)?

Note: Most arrests and convictions show up on a background check even if purged or dismissed by a court.

- 4. Have you ever entered into a pretrial diversion* for any crime? **If YES, select all appropriate options from below.**

**A pretrial diversion program is any program that results in dismissal of charges upon satisfaction of conditions such as paying restitution or fines, having no similar offenses for a specified time, performing community service, completing rehabilitation or treatment programs, satisfying probation, etc. Answer "YES" even if you were not required to complete the program.*

<input type="checkbox"/> Deferred Adjudication	<input type="checkbox"/> Deferred or Suspended Imposition of Sentence
<input type="checkbox"/> Deferred Prosecution	<input type="checkbox"/> First Time Offender Programs
<input type="checkbox"/> Other Similar Programs	<input type="checkbox"/> Stay of Adjudication

- Click the check box to the left to confirm that you are the applicant, and that the Character and Fitness questions above were answered honestly by you, the applicant.

Once you have answered the Character and Fitness questions click on the Next button.

- Continue - Please continue the wizard.
- Cancel - Please cancel the wizard.

Previous

Next

All Character and Fitness questions must be answered, and the check box must be checked in order to continue with the online renewal process.

If you check yes on any of the questions you will be given the opportunity to provide an explanation of your answer. It is very important that you disclose all information as accurately as possible. The information you provide will be reviewed before your renewal application is processed.

If you choose not to answer the questions, you will be required to submit a paper application.

The box at the end must be checked to verify that the information you have submitted is correct. Select Continue, and click "Next" to move on.

Renew Educator License - Step 5 of 6

Please review the information below. Once you have reviewed the information click the Renewal Request link. By clicking the Renewal Request link you are electronically signing this application and authorizing the Montana Office of Public Instruction to charge your credit card for the listed license renewal amount. You will be redirected to the Common Checkout Web Application to submit your payment.

— Profile [\(edit\)](#)

Name: [redacted]
 SSN: [redacted] Birth Date: [redacted]
 Gender: **M** Maiden: **n/a**
 Print Name: **Not Entered**

— Address [\(edit\)](#)

Address 1: [redacted]
 City State, Zip: [redacted]
 Country: [redacted]

— Contact [\(edit\)](#)

Work Phone: [redacted]
 Home Phone: [redacted]
 Email Address: [redacted]

Once you have reviewed the information click on the Renewal Request button to submit your application. After clicking the link, you will be redirected to OPI's Common Checkout Web Application to submit your payment.

Renewal Request - Please accept my license renewal request application.
 Cancel - Please cancel the wizard.

[← Previous](#) [License Renewal Request →](#)

Review this information on this screen, if anything is incorrect, click the “edit” links to update.

Select Renewal Request, and click “License Renewal Request” to move on to the payment portal.

An online renewal requires an online payment, which is processed through our secure Checkout Web Application outside MSEIS. You will be brought back to MSEIS to complete the renewal process when your payment processes successfully.



Payment Process

Select Payment Method and Continue to proceed with payment.

Transaction Summary

Description	Amount
OPI License Renewal	\$30.00
Your price through mt.gov	\$30.00

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1		\$30.00	1	\$30.00

Payment Method

Complete all required fields [*]

Pay by *

Select One



Continue

Cancel Payment

Choose your payment
method: Credit Card or
Electronic Check

Then click the Continue
button

Payment Process

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Transaction Summary

Description	Amount
GRI License Renewal	\$30.00
Your price through mt.gov	\$32.43

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1		\$30.00	1	\$30.00

Customer Billing Information

See plate all required fields [i]

Name

Company Name

Billing Address

Billing Address 2

Billing City

Country

State

ZIP/Postal Code

Phone Number
###-###-#### or #####

Fax Number
###-###-#### or #####

Email Address
Please enter your email address.

Credit Card Information

See plate all required fields [i]

Credit Card Type

Credit Card Number

Expiration Date

Name on Credit Card
exactly as it appears on the card

Enter all of the required information and click on the Continue button

Payment Verification

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

Transaction Summary

Description	Amount
OPI License Renewal	\$30.00
Your price through mt.gov	\$32.43

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1		\$30.00	1	\$30.00

Customer Billing Information

Customer Name
 Company Name
 Billing Address
 Billing Address 2
 Billing City
 Country
 State
 ZIP/Postal Code
 Phone Number
 Fax Number
 Email Address

Payment Method

Credit Card Type
 Credit Card Number
 Expiration Date
 Name on Credit Card



©2010 NIC Services, LLC. All Rights Reserved. security, status, cert |

You will see the payment verification screen next. If all of your information is correct click on the “Make Payment” button to complete your transaction. **Only click on this button once.** It may take a minute or so to complete the transaction.

Your payment was successfully processed.

Transaction Summary Print

Description	Amount
OPI License Renewal	\$30.00
Your price through mt.gov	\$32.43

Customer Information

Customer Name
Local Reference ID
Receipt Date
Receipt Time

Payment Information

Payment Type: Credit Card
Credit Card Type
Credit Card Number
Order ID
Billing Name

Billing Information

Billing Address
Billing City, State
ZIP/Postal Code
Country

Phone Number: 222222222
Fax Number

Continue



The final screen will show you a Transaction Summary of your payment. Click on the Continue button.

IMPORTANT: If you do not click on the Continue button your payment will not register in MSEIS and your renewal may be delayed until OPI can verify your payment was completed.

Renew Educator License - Step 6 of 6

PLEASE NOTE: At the time renewal, you are no longer required to submit original signed OPI renewal unit certificates or official transcripts. If your renewal application is audited, you will be required to submit these documents within 30 days. You will not receive your renewed license until your professional development has been verified.

Your online renewal application has been processed, click Submit.

Continue - Please continue the wizard.
 Cancel - Please cancel the wizard.

Previous Submit

This is the final step. Select Continue, and click "Submit" to finish the renewal process.

The MSEIS system will take you to your main screen where you will see that your renewal application has been processed.

If you checked yes on any of the Character and Fitness Questions or you did not make a payment your license will not be automatically renewed.

The Character and Fitness responses/explanations that are not “no” will be reviewed by our legal department and if they have any questions you will be contacted for additional information.

- **If the payment system times out and you didn't make payment online, you cannot go back and do so at a later time. Please do not begin the renewal process again.**

You will have to send your payment by check to:

**Montana Office of Public Instruction
Attn. Educator Licensure
PO Box 202501
Helena, MT 59620**

- **If you cancel your payment your renewal application will not be completed and you will need to begin the process again.**

IMPORTANT!! Your renewal application may be chosen for Audit.

If your renewal is audited you will be notified by mail of the audit and you will have 60 days to submit verification of your required renewal units/college credits. (ARM 10.57.218) Make sure that you have all the required professional development documentation available. If you are unable to provide the required documentation your license may be revoked.