

GUIDANCE NOTES for LICENSING PROCEDURE

The following notes are provided to help school psychologists in their application for Licensing in Montana.

Your application is reviewed by staff at the Office of Public Instruction (OPI), faculty at the University of Montana, Missoula, and members of the Montana Association of School Psychologists (MASP), Competency Review Board. Once approved the License is issued by the Office of Public Instruction.

1. Before submitting any information to the Montana Association of School Psychologists Competency Review Board you must have completed Part A (General Information) and Part B (Character and Fitness Information) of the O.P.I. application. Once the O.P.I. has sent you confirmation of clearance for Parts A and B you can proceed to Part C as outlined on the OPI and MASP websites.
2. The deadline for school districts to submit notice of qualified personnel to the Office of Public Instruction is December 31st. Your confirmation of Parts A and B together with your Part C information needs to be submitted to the Competency Review Board on or before November 1st.
3. The Competency Review Board will seek an opportunity to meet you in person or by conference call in order to welcome you and review your application and experience. The steps for completion and issue of your License will be discussed with you during this meeting.
4. Once your License has been issued through the Office of Public Instruction you will need to share this information with your employer as soon as possible.
5. Official transcripts are required.
6. A Class 5 License can be held for three years and is non renewable.
7. If you are applying for a Class 5 License it is the applicant's responsibility
To secure a qualified Class 6 Supervisor with whom you design your Supervision Plan. This information needs to be submitted along with your other application materials.
8. Internships are typically completed within a public school setting. In some instances candidates holding a Class 5 License have elected to complete their internship in a voluntary, unpaid capacity.
9. Review fees are non refundable.
10. If you applying from outside of the U.S. please contact Educator Licensure at the O.P.I, 406-444-3150.