

Montana State University Teacher Education Program Application for Admission - Elementary Education

Application for Admission Paperwork due September 15th for Spring Methods or February 15th for Summer and Fall Methods. (If the 15th falls on a weekend, paperwork is due the Friday before or Monday after the weekend.)

NOTE: Please read through the entire set of instructions before beginning the application process.

Step 1 – Print Unofficial Transcripts

- Print unofficial transcripts
https://atlas.montana.edu:9000/pls/bzagent/twbkwbis.P_GenMenu?name=homepage
- Please save paper by printing these back-to-back

Step 2 – Complete the Elementary Education Application for Admission Cover Sheet (complete top portion only)

<http://www.montana.edu/ehhd/educ/advising/forms/ElementaryEducationFileReviewCoverSheet.pdf>

Step 3 – Complete TEPP Form for Major

- Choose TEPP form based on the catalog year you have declared (refer to your Curriculum Sheet). TEPP forms can be found at: <http://www.montana.edu/ehhd/fpcert/tepp-approval.html>
- Type in grades only for classes that have been completed
- Include the name of any transfer or substitution courses in the column labeled “Substitution Courses”
- Transfer grades will have a “T” in front of the grade (i.e., TA, TB, etc.)
- Complete Criminal Records Check self-disclosure form (last page of TEPP)
- Print – one page to a sheet, one-sided only
- Sign TEPP and Criminal Records self-disclosure form
- Meet with Advisor for your major to sign TEPP
- If adding a minor or endorsement, complete the appropriate TEPP form and obtain Advisor’s signature
- View examples of completed forms <http://www.montana.edu/ehhd/educ/advising/examples.shtml>

Step 4 – Save a copy to a disk/flash drive or make a copy for your records

Step 5 – Complete OPI Content Assessment (2 forms)

- Read, print & sign the Content Assessment Letter
<http://www.montana.edu/ehhd/educ/advising/forms/ContentAssessmentLetter.pdf>
- Complete the Content Assessment Grades Form (if currently taking courses, leave grades blank)
<http://www.montana.edu/ehhd/educ/advising/forms/ContentAssessmentGradesForm.pdf>
- View the GPA Calculator <http://www.montana.edu/ehhd/educ/advising/forms/GPACalculator.xls>

Step 6 – Complete Criminal Records Background Check

- Read, print & sign the Consent and Release Letter
<http://www.montana.edu/ehhd/educ/advising/forms/ConsentandReleaseforBackgroundCheck.pdf>
- Follow instructions for Fingerprinting & Background Check
<http://www.montana.edu/fieldplacement/FingerprintingInstruction.html>
- Pick up Fingerprint Card from Field Placement & Licensure (Reid 247)

Step 7 – Submit completed Cover Sheet, TEPP Form, Transcripts, & OPI Content Assessment to Reid 132

Step 8 – Submit completed Criminal Records Check self-disclosure form, Consent & Release Letter, Fingerprint Card and check for \$29.25 payable to “Criminal Records” to Reid 247

Note: Failure to complete the Teacher Education Program Admission paperwork in accordance with the above deadlines may delay progress through Methods, Teaching Practicum, and Student Teaching.