

## OPI ONLINE APPLICATION TIPS

### COMPLETING THE ONLINE APPLICATION

First create new user account and profile, <https://apps3.opi.mt.gov/SSO/Login/Login.aspx>, and then complete the Online Educator Licensure Application. Answer the questions as though you have already earned a degree and completed a teacher preparation program. All dates must be in MM/DD/YYYY format.

There are **two sections** for completing application, General Online Application Educator Requirements—Steps 1-2; and Online Educator Application—Steps 1-9.

### First Section

#### **Step 1**

Answers: 1 = No

2 = Yes, since you will be completing a teacher preparation program.

3 = No

4 = Yes, since you have completed credits within the past five years. *If you don't answer yes, it will default to a provisional license instead of a standard license*

#### **Step 2**

Eligibility for a Class 2 Standard Teaching License. Select “Yes” for both questions related to the bachelor’s degree and teacher prep program.

### Second Section: Steps 1-9

1. TIN/GST: Enter social security number.  
“Print Name” is the name as you want it to appear on your license.
2. Mailing address and email: enter a permanent address you’ll use in the upcoming months after you graduate. Your parent’s address may be the best option if you plan to move and don’t have a permanent address.
3. Phone/Email
4. Character and Fitness related to background information (answer questions 1-4). Make sure to click box on the bottom. Transparency is always best. If you were convicted of any criminal activity, regardless if expunged, it is always best to disclose. Should OPI discover something on your record that you did not disclose, it may be grounds to deny or revoke your teaching license.
5. Highest Degree Earned. All licenses run from July 1<sup>st</sup> to June 30<sup>th</sup> and are valid for five years. Guestimate the start/end dates as close as possible. List all institutions attended. The end dates cannot be in the future so use the current date as the end date.
6. State & Institution Preparation Program – enter MSU here. List all institutions attended. The end dates cannot be in the future so use the current date as the end date.
7. Select your Content Area(s) for anticipated endorsement.
8. Review information
9. Payment – \$36 with a \$2.56 fee if using a credit card.

When you click the final submit, the notary page will appear for you to print. Go ahead and print if you haven’t already done so.

#### **Field Placement and Licensure**

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