

OPI Special Education Endorsement Project

**APPLICATION**

**1. Employer Information** (please print)

\_\_\_\_\_  
Name of Employing School District or Special Education Cooperative

\_\_\_\_\_  
Name of Dist. Supt./Coop. Director

\_\_\_\_\_  
Employer Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name of Work Location & Grade Level of Teaching Assignment

\_\_\_\_\_  
Name of Principal/Coop. Supervisor

\_\_\_\_\_  
Address of Work Location

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

Please give the name (s) of any teachers from your school district or special education cooperative who have previously, or are currently, participating in the endorsement project:

**2. Participating Teacher Information** (please print)

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Home Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_  
Home Email Address **\*Very important; needed for ongoing communication & updates**

\_\_\_\_\_  
Work Phone #

\_\_\_\_\_  
Work Email Address **\*Very important; needed for ongoing communication & updates**

\_\_\_\_\_  
**Montana Teaching Certificate Folio #**

\_\_\_\_\_  
**Endorsement**

\_\_\_\_\_  
**\*Class**

\_\_\_\_\_  
**Expiration**

( \*Applicants must have a current Class 1 or Class 2 Montana Teaching Certificate. Class 5 Alternative License are **NOT** eligible for the project.)

Have you previously taught Regular Education?  Yes  No If yes, for how many years? \_\_\_\_\_

I plan to attend:  Carroll Coll.  MSU-Billings  Univ. Gt. Falls  Univ. MT  Univ. MT-Western

A Plan of Study listing the courses required to complete your special education endorsement must be developed and signed by an academic advisor from the university you will attend. You must apply for Admission and their graduate program *before* a Plan of Study can be completed which must be submitted with this application.

**3. Mentor Information**

Project participants will be mentored online through the e-Mentoring for Student Success program administered through the New Teacher Center in Helena, MT. The assigned online mentor will be a special education professional matched to the participant's teaching position. Online mentors will send Progress Reports to the OPI Project office on a regular basis recording the exchange of information, ideas and strategies discussed during sessions with your online e-mentor which will take place at least twice per week.

## Stipend Payments

Stipend amounts are based on the number of credits completed during a semester. The maximum amount paid toward tuition is \$3,300 per year. A year begins on July 1st and consists of the following summer, fall and spring semesters. An additional \$500 travel stipend may be given one time per year if travel to attend class is required.

It is your responsibility to pay for tuition, fees and any other costs related to your university enrollment. Stipend money will not be released until *AFTER* you have completed your course(s) and final grades have been posted to your transcript. Stipend reimbursements will not cover all expenses. It is your responsibility to budget accordingly.

### Breakdown of Stipend Amounts

1 cr. = \$275	7 cr. = \$1925
2 cr. = \$550	8 cr. = \$2200
3 cr. = \$825	9 cr. = \$2475
4 cr. = \$1,100	10 cr. = \$2750
5 cr. = \$1375	11 cr. = \$3025
6 cr. = \$1650	12 cr. & above = \$3300
Travel Fee = \$500 (pd. once per year)	

\*Stipend reimbursements must be paid out during the academic year courses were completed.

\*Reimbursement requests beyond one year after a course was completed will not be paid.

\*Unused stipend amounts do not carry over year to year.

Do you have military experience? You may be eligible for additional financial assistance. Please call Troops to Teachers at 866-478-3224 or go to [www.montana.edu/ttt](http://www.montana.edu/ttt) for information.

To Request Stipend Reimbursement: You will need to send our office an unofficial copy of your transcript showing your final grades after each semester you take a class. Stipend checks will be mailed to the address you indicate on a W-9 form which will be mailed to you upon project acceptance.

### Send Completed Application to:

OPI Special Education Endorsement Project  
MSU-Billings  
1500 University Drive  
Billings, MT 59101  
Phone: 406-657-2097  
Fax: 406-657-2313

### The following documents must be included with your application:

- Plan of Study (must be signed by Advisor)
- Letter from school district or special education cooperative with job advertisement attached
- Copy of Montana Teaching Certificate
- Unofficial copies of all transcripts.

Incomplete applications will not be considered.



**APPLICANTS ARE NOT CONSIDERED PART OF THE OPI SPECIAL EDUCATION ENDORSEMENT PROJECT UNTIL THEY RECEIVE OFFICIAL NOTIFICATION FROM OUR OFFICE STATING THEIR ACCEPTANCE.**