

**OPI Special Education Endorsement Project
APPLICATION 2023-2024**

In order to serve the whole state of Montana, only one application from a district may be eligible for admission during the fiscal year.

Candidate Information (please print)

First Name Last Name

Home Mailing Address City State Zip

Home Phone # Home Email

Work Phone # Work Email

Montana Teaching Certificate Folio # Endorsement *Class Expiration
(*Applicants must have a current Class 1 or Class 2 Montana Teaching Certificate.)

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

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: _____

You cannot register for classes until you apply for admission to the university you plan to attend.

Plan of Study

1. You must apply for admission to the respective university (Graduate admission).
2. You will be assigned an advisor who will develop a plan of study with you.
3. A signed copy of the plan of study must be submitted to the OPI Special Education Endorsement Project.
4. I plan to attend: ☐ Carroll College ☐ MSU Billings ☐ University of Montana
☐ University of Montana Western

Stipends

*Before officially accepted the candidate will be required to sign a contract with OPI. The contract stipulates the following: should a candidate fail to complete the special education endorsement within three years or a candidate not fulfill the commitment to teach in special education in Montana schools for two years, then the candidate will be required to repay the stipends, to OPI.

Stipend amounts are based on the number of credits completed during a semester. The maximum amount paid toward tuition is \$3,600 per year. The fiscal year begins on **July 1-June 30 and consists of the following summer, fall, and spring semesters.**

It is the responsibility of the candidate in the OPI Special Education Endorsement Project to pay for all educational costs related to university enrollment. Stipend money will not be released until the course(s) and final grades are posted to the transcript.

A W-9 form will be mailed to each candidate once the OPI contract has been signed and stipends will be mailed to the address on the W-9 form.

Failure to notify the Project Coordinator immediately of any changes in address or employment status will affect the disbursement of the stipend.

Stipend requests are processed after the OPI Special Education Endorsement Project office receives an unofficial copy of the candidate's transcript with the final grade.

Stipend reimbursement can take 2-3 weeks to process.

At the end of each semester, send to the Project Coordinator Rene' Rosell Yarbrough:

1. A reimbursement request form which will be provided.
2. An unofficial copy of the transcript which shows the grade for the course(s).
3. The university tuition bill for that semester.

Mentoring

All candidates admitted to the project need a mentor for their first year and the mentor should be identified by the district. The mentor should have three years of teaching in special education and have completed training in mentoring. This training can be through their school district. Mentors will be required to have regular contact with the candidate (mentee) and to submit regular reports to the OPI Special Education Endorsement Coordinator. The mentor/mentee contact can be face-to-face or online depending on the location of the parties. If there is no mentor within the district, arrangements will be made with the Project Coordinator.

Send Completed Documents to:

OPI Special Education Endorsement Project

Rene' Rosell Yarbrough, Project Coordinator
Montana State University Billings
College of Education/MCIE
1500 University Drive
Billings, MT 59101
Phone: 406-657-2097
Fax: 406-657-2313

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 for information.

The following documents must be included with your application:

- ❖ Completed application form.
- ❖ Completed participation agreement signed by all stakeholders.
- ❖ Letter from the candidate describing their teaching experience and commitment to teaching in the school.
- ❖ Letter from school district or special education cooperative verifying the applicant has been offered a contract.
- ❖ Copy of the position advertisement.
- ❖ Copy of Montana Teaching Certificate: Class 1 or Class 2 (Class 5 candidates are not eligible).
- ❖ Copies of unofficial transcripts from all universities the applicant has attended that show the semester of student teaching and degree or degrees.
- ❖ Plan of Study from the participating college the applicant plans to attend.

Incomplete applications will not be considered