

**OPI Special Education Endorsement Project
APPLICATION 2021-2022**

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

Teacher 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? _____

I plan to attend: Carroll College MSU Billings
 University of Montana University of Montana Western

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.

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: _____

Mentoring

All teachers 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 or through OPI training modules. Mentors will be required to have regular contact with the teacher (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. The OPI Project will pay the mentors a stipend of \$750.

Stipends

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

Return your signed contract to OPI upon receiving the contract or the teacher will not be considered part of the project and will be dropped.

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

It is the responsibility of the teacher in the OPI Special Education Endorsement Project to pay for tuition, fees and any other costs related to university enrollment. Stipend money will not be released until the course(s) and final grades are posted to the transcript. Stipend reimbursements will not cover all expenses. It is the responsibility of the teacher to budget accordingly.

Stipend requests are processed after the OPI Special Education Endorsement Project office receives an unofficial copy of the teacher's transcript with the final grade and credits earned per semester.

Stipend checks are mailed to the address indicated on the W-9 form. *Please allow approximately 2-3 weeks to receive the reimbursement once the request has been submitted.

Breakdown of Stipend Amounts

1 cr. = \$300	7 cr. = \$2,100
2 cr. = \$600	8 cr. = \$2,400
3 cr. = \$900	9 cr. = \$2,700
4 cr. = \$1,200	10 cr. = \$3,000
5 cr. = \$1,500	11 cr. = \$3,300
6 cr. = \$1,800	12 cr. & above = \$3,600

*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.

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 participation agreement signed by all stakeholders.
- ❖ 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.
- ❖ 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.

Applicants are **not** considered part of the OPI Special Education Endorsement Project until they receive an official Notification of Acceptance from the OPI Special Education Endorsement Project office.

Incomplete applications will not be considered