

***CERTIFICATION STANDARDS AND PRACTICES
ADVISORY COUNCIL MEETING***

Friday, April 24th, 2015

***Board of Public Education Conference Room
46 N Last Chance Gulch, Suite 2B
Helena, MT***

AGENDA

CERTIFICATION STANDARDS & PRACTICES ADVISORY COUNCIL MEETING

FRIDAY APRIL 24TH, 2015

*Board of Public Education Conference Room
46 N Last Chance Gulch, 2nd Floor
Helena, MT*

Starting at 9:00 A.M.

CALL TO ORDER

- A. Call to Order – Ms. Tammy Lacey
- B. Roll Call
- C. Statement of Public Participation
- D. Approval of the Agenda
- E. Approval of the February 6th, 2015 and February 19th, 2015 Meeting Minutes

ITEM 1 UPDATE ON PRESCHOOL GRANT – Ms. Tara Ferriter-Smith

ITEM 2 EXECUTIVE COMMITTEE REPORT – Ms. Tammy Lacey

- **Draft of Annual Report**

ITEM 3 BOARD OF PUBLIC EDUCATION REPORT – Mr. Pete Donovan

- **Update on 2015 Legislative Session**
- **Chapter 57 Timeline**

ITEM 4 REPORT ON CODE OF ETHICS UPDATE – Professional Practices Committee

ITEM 5 STATE EQUITY PLAN UPDATE – Dr. Linda Peterson

**ITEM 6 UNIVERSITY OF MONTANA PHYLLIS J WASHINGTON COLLEGE OF EDUCATION
NEW PROGRAMS – Dr. Linda Peterson, Ms. Susan Harper-Whalen, Ms. Kristi Murphy**

- **Master of Education in Curriculum and Instruction – Early Childhood Endorsement**
- **Minor in Early Childhood Education and Endorsement**
- **Minor in Theatre Education Endorsement**

ITEM 7 DRAFT OF NEW CLASS 8 LICENSE APPLICATION – Ms. Shannon Koenig

ITEM 8 REVIEW OF CLASS 8 APPLICATIONS – Ms. Shannon Koenig

ITEM 9 FUTURE AGENDA ITEMS

PUBLIC COMMENT

ADJOURN

Agenda items are handled in the order listed on the approved agenda. Items may be rearranged unless listed "time certain". Action may be taken by the Council on any item listed on the agenda. Public comment is welcome on all items but time limits on public comment may be set at the Chair's discretion.

The Certification Standards and Practices Advisory Council will make reasonable accommodations for known disabilities that may interfere with an individual's ability to participate in the meeting. Individuals who require such accommodations should make requests to the Board of Public Education as soon as possible prior to the meeting start date. You may write to: Kris Stockton, PO Box 200601, Helena MT, 59620, email at: kmstockton@mt.gov or phone at 444-0302.

MINUTES

CERTIFICATION STANDARDS & PRACTICES ADVISORY COUNCIL MEETING MINUTES

FRIDAY FEBRUARY 6TH, 2015

*Board of Public Education Conference Room
46 N Last Chance Gulch, Suite 2B
Helena, Montana*

CALL TO ORDER

Ms. Tammy Lacey called the meeting to order at: 9:00 AM. Ms. Lacey read the Statement of Public Participation and welcomed guests.

Council members attending included: Ms. Tammy Lacey-Chair; Dr. Cindy O'Dell, Vice-Chair; Ms. Leanne Yenny; Mr. Kelly Elder; Ms. Janice Bishop; Ms. JoDell Beeler. Staff present included: Mr. Pete Donovan, Executive Director Board of Public Education; Ms. Genii Skoog, Administrative Assistant. Guests present included: Ms. Sue Mohr, OPI; Ms. Patty Muir, OPI; Ms. Ann Gilkey, OPI; Ms. Shannon Koenig, OPI; Mr. Le Gaub, Troops to Teachers; Ms. Beverly Richardson, Troops to Teachers; Mr. Gordon Ronrude, Troops to Teachers.

AGENDA APPROVAL

Ms. JoDell Beeler moved to approve the agenda as presented. Dr. Cindy O'Dell seconded the motion.

No discussion. Motion passed unanimously.

APPROVAL OF OCTOBER 2014 MINUTES

Ms. JoDell Beeler moved to approve the October 2014 minutes as presented. Dr. Cindy O'Dell seconded motion.

No discussion. Minutes approved unanimously.

Ms. Lacey requested updated goals be sent out.

ITEM 1 EXECUTIVE COMMITTEE REPORT – Ms. Tammy Lacey

Ms. Lacey shared with the council that Mr. Don Reed sent an email this morning stating that he will be resigning due to health issues effective immediately. CSPAC has requested that a card be sent to Mr. Reed on behalf of the council. Ms. Lacey reminded the council that CSPAC is a public entity open meeting laws should be followed. Ms. Lacey shared a short presentation on open meeting laws. Ms. Lacey thanked Mr. Donovan for the weekly updates.

ITEM 2 BOARD OF PUBLIC EDUCATION REPORT – Mr. Pete Donovan

- **2015 Legislative Update-** Mr. Donovan updated the council on bills currently before the legislature. Mr. Donovan reported that Boards budget report to the Joint Appropriations Subcommittee on Education went well. A request was made by the Board to fund Agency Legal Services. The joint committee has recommended this to the Appropriations committee as well.

ITEM 3 UPDATE MONTANA NEW TEACHER INDUCTION PROJECT – Patty Muir

Ms. Muir reported on the implementation of mentoring opportunities for school districts to kick start new mentoring programs or to tweak already existing programs. E-mentoring programs are in place, Induction Institutes for leadership teams including Administrative representatives and seasoned teachers in each district, placed in 3

areas around Montana, Billings, Great Falls and Missoula. Professional Development workshops focused on specific training needs. Webinars will be offered to follow up with these mentors to make sure they are on track.

ITEM 4 STATE EQUITY PLAN PROCESS – Dr. Linda Peterson

Ms. Sue Mohr discussed the State Equity Plan Process which is to ensure equitable access for qualified teachers teaching students across the state. OPI has requested that CSPAC would look this over and offer insight. Either Dr. Linda Peterson or Ms. Sue Mohr will come back to a future meeting to review the final draft with CSPAC.

ITEM 5 UPDATE ON TROOPS TO TEACHERS – Le Gaub

Mr. Le Gaub, regional manager for Troops to Teachers, spoke to the Council about Troops for Teachers, sharing the background of the organization, and how the program functions in Montana. Ms. Beverly Richardson and Mr. Gordon Ronrude from Troops to Teachers were also in attendance.

ITEM 6 CLASS 8 LICENSE APPLICATIONS – Shannon Koenig

Four class 8 license applications were reviewed by the council. Two applications were approved by the Council; two were tabled due to incomplete applications. Ms. Koenig asked the Council if they would like her to preview the application to make sure they are complete before presenting to the Council, the Council agreed this would be helpful.

ITEM 7 FUTURE AGENDA ITEMS

- Early Edge
- New Chapter 57 rules
- Draft of new class 8 form
- State Equity Plan
- Legislative update
- Code of Ethics report from the Professional Practices Committee

PUBLIC COMMENT

Ms. Ann Gilkey requested a conference call with CSPAC regarding the Chapter 57 rule changes. Ms. Lacey recommended a conference call for February 19th at 3:30pm. Ms. Lacey requested that line numbers be added to the Chapter 57 document for the conference call to make discussion easier.

Dr. O'Dell asked about the National Code of Ethics email the Council received from Ms. Gilkey. Ms. Gilkey stated that it is informational at this time. Ms. Lacey recommended that this would be an appropriate task for the Professional Practices committee. This committee will meet and report back at the next meeting.

Ms. LeAnne Yenny moved to adjourn the meeting. Ms. JoDell Beeler seconded the motion.

No comments. Motion approved unanimously.

ADJOURN

The meeting adjourned at 11:49 AM.

Agenda items are handled in the order listed on the approved agenda. Items may be rearranged unless listed "time certain". Action may be taken by the Council on any item listed on the agenda. Public comment is welcome on all items but time limits on public comment may be set at the Chair's discretion.

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CERTIFICATION STANDARDS AND PRACTICES ADVISORY COUNCIL MINUTES

**FEBRUARY 19TH, 2015
3:30 PM**

**BOARD OF PUBLIC EDUCATION OFFICES
46 N LAST CHANCE GULCH, SUITE 2B
HELENA, MT**

**Thursday February 19th, 2015
3:30 PM**

CALL TO ORDER

The meeting was called to order at 3:34 PM by Chair Lacey. Ms. Stockton took roll call, and Chair Lacey read the Statement of Public Participation.

Council members present via conference call included: Ms. Tammy Lacey, Chair; Dr. Cindy O'Dell, Vice Chair; Ms. Janice Bishop; Ms. JoDell Beeler. Council members present on site in Helena included: Mr. Kelly Elder. Ms. Leanne Yenny was excused. Staff present in Helena included: Mr. Pete Donovan, Executive Director Board of Public Education; Ms. Kris Stockton, Administrative Assistant. Guests present in Helena included: Dr. Linda Peterson, OPI; Ms. Ann Gilkey, OPI; Ms. Shannon Koenig, OPI.

Dr. Cindy O'Dell moved to approve the agenda as presented. Mr. Kelly Elder seconded the motion.

No discussion. Motion passed unanimously.

PUBLIC COMMENT

Chair Lacey called for Public Comment. No public comment was made.

Item 1 CSPAC REVIEW OF THE SUPERINTENDENTS PROPOSED REVISIONS OF ADMINISTRATIVE RULES OF MONTANA TITLE 10, CHAPTER 57 – Ms. Ann Gilkey

Ms. Ann Gilkey led the Council through the recommended revisions from the Superintendent. Ms. Gilkey and Dr. Linda Peterson fielded questions from the Council regarding the revisions.

Mr. Kelly Elder moved to approve the modifications to Chapter 57 as recommended by the Superintendent, and the revisions requested by the

Council and to forward the revisions to the Board of Public Education for consideration. Ms. JoDell Beeler seconded the motion.

No discussion. Motion passed unanimously.

Item 2 CLASS 8 LICENSE APPLICATION REVIEW – Shannon Koenig

Ms. Shannon Koenig presented a Class 8 License application for the Councils review. Ms. Koenig explained that an item was left out of the application packet so the application packet was not included in the group of applications the Council reviewed at the February 6th, 2015 meeting. Ms. Koenig thanked the Council for agreeing to review this application during the conference call. The Council members then reviewed the application.

Dr. Cindy O'Dell moved to approve the Class 8 license application in Art. Ms. Janice Bishop seconded the motion.

No discussion. Motion passed unanimously.

PUBLIC COMMENT

Chair Lacey called for Public Comment. No public comment was made.

ADJOURN

Dr. Cindy O'Dell moved to adjourn the meeting. Ms. Janice Bishop seconded the motion.

Meeting adjourned at 4:15 PM.

CALL TO ORDER

- **Call to Order – Ms. Tammy Lacey**
- **Roll Call**
- **Statement of Public Participation**
- **Approval of the Agenda**
- **Approval of the February 6th, 2015 and February 19th, 2015 Meeting Minutes**

ITEM 1

UPDATE ON PRESCHOOL GRANT

Ms. Tara Ferriter-Smith

ITEM 2

EXECUTIVE COMMITTEE REPORT

- **Draft of Annual Report**

Ms. Tammy Lacey

2014 ANNUAL REPORT

OF THE

**MONTANA CERTIFICATION
STANDARDS
AND PRACTICES ADVISORY COUNCIL**

TO THE

**MONTANA BOARD OF
PUBLIC EDUCATION**

July 2015

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DRAFT

Mission Statement

The mission of the Certification Standards and Practices Advisory Council is to study and to make recommendations to the Board of Public Education on certification issues concerning teachers, administrators and specialists; professional standards and ethical conduct; the status and efficacy of approved teacher education programs in Montana; and policies related to the denial, suspension and revocation of educator certification and the appeals process.

The Certification Standards and Practices Advisory Council will submit a report to the Board of Public Education with recommendations for the above areas at least once annually.

Professional Educators of Montana Code of Ethics

Professional educators recognize and accept their responsibility to create learning environments to help all students reach their full potential. They understand the trust and confidence placed in them by students, families, colleagues, and the community. To achieve their professional purpose, educators strive to maintain the highest ethical standards. The Professional Educators of Montana Code of Ethics sets out these fundamental principles which guide their behavior and will be used to judge their actions.

Principle I. Commitment to Students and Families. The ethical educator:

- A. Makes the well-being of students the foundation of all decisions and actions.
- B. Promotes a spirit of inquiry, creativity, and high expectations.
- C. Assures just and equitable treatment of every student.
- D. Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical or illegal practice of any person.
- E. Keeps information confidential that has been obtained in the course of professional service, unless disclosure serves a compelling purpose in the best interest of students, or is required by law.
- F. Respects the roles, responsibilities and rights, of students, parents and guardians.
- G. Maintains appropriate educator-student relationship boundaries in all respects, including speech, print, and digital communications.

Principle II. Commitment to the Profession. The ethical educator:

- A. Fulfills professional obligations with diligence-and integrity.
- B. Demonstrates continued professional growth, collaboration and accountability.
- C. Respects the roles, responsibilities, and rights of colleagues, support personnel, and supervisors.
- D. Contributes to the development of the profession's body of knowledge.
- E. Manages information, including data, with honesty.
- F. Teaches without distortion, bias, or prejudice.
- G. Represents professional qualifications accurately.

Principle III. Commitment to the Community. The ethical educator:

- A. Models the principles of citizenship in a democratic society.
- B. Understands and respects diversity.
- C. Protects the civil and human rights of students and colleagues.
- D. Assumes responsibility for personal actions.
- E. Demonstrates good stewardship of public resources.
- F. Exemplifies a positive, active role in school-community relations.
- G. Adheres to the terms of contracts, district policies and procedures, and relevant statutes and regulations.

Adopted by the Certification Standards and Practices Advisory Council January 27, 2012

Certification Standards and Practices Advisory Council

Members List

COUNCIL MEMBERS

Term Expires

6/01/16	Tammy Lacey Chair School Administrator tammy_lacey@gfps.k12.mt.us	1500 5 th St. NW #10 Great Falls, MT 59404	W 268-6011 H 268-1796 F 268-6094
6/01/17	Cindy O'Dell Vice-Chair Post-Secondary Ed cindy_odell@skc.edu	21121 Montana HWY 35 Bigfork, MT 59911	W 275-4752 H 499-0101 F 275-4808
6/01/15	Kelly Elder Teacher K-8 kelder@hds1.org kelder@usa.net	620 N Davis Helena MT 59601	W 324-2799 C 461-1995 F 324-2801
6/01/17	JoDell Beeler K-12 Specialist jodellb@bresnan.net	2807 Sagebrush Dr. Billings, MT 59105	W 281-5213 H 256-8908
6/01/15	Don Reed Trustee donreed@usadig.com	1039 Cedar Canyon Rd Lockwood MT 59101	H 252-5316 C 670-6215
6/01/15	Janice Bishop Teacher 9-12 jbjmarks@msn.com	532 South Ave E Missoula, MT 59801	W 728-2400 x8623 H 543-4290 C 531-3226
06/01/17	LeAnne Yenny Teacher K-8 leanne.yenny@gmail.com	3880 Equestrian Ln Bozeman MT 59718	H 581-2845

STAFF

Pete Donovan Administrative Officer pdonovan@mt.gov	O 444-0300 F 444-0847 C 459-8813
Kris Stockton CSPAC Administrative Assistant kmstockton@mt.gov	O 444-0302 F 444-0847 C 459-7729

CSPAC Goals - 2014-2015

- 1) Study and make recommendations to the Board of Public Education on the status and efficacy of approved teacher educator programs in Montana.
 - a. Participate in CAEP/Montana accreditation reviews.
 - b. Professional Educator Preparation Program Standards update recommended to BPE by CSPAC on a 5-year review cycle.
 - c. Continue to work with OPI to encourage the implementation of mentor programs across Montana to facilitate the induction of beginning teachers into the profession of teaching.

- 2) Study and make recommendations to the Board of Public Education in the area of licensure renewal requirements and procedures.
 - a. Review of Chapter 57.
 - b. As funding permits, attend the following conferences: Western States Certification, National Association of State Directors of Teacher Education and Certification, and National Commission on Teaching and America's Future.
 - c. Meet annually with the Board of Public Education and with the Council of Deans of Postsecondary Education.

- 3) Study and make recommendations to the Board of Public Education on policies related to the denial, suspension, and revocation of teachers' licenses and the appeals process.
 - a. Attend NASDTEC Professional Practices Institute.
 - b. Work with OPI Licensure staff on updates of Administrative Rules.

- 4) Study and make recommendations to the Board of Public Education regarding establishing standards of professional practices and ethical conduct.
 - a. Work with OPI to develop a framework for professional development based on best practices.
 - b. As funding permits, attend NASDTEC Professional Practices Institute.
 - c. 5 year review of the Professional Educators of Montana Code of Ethics. (To begin January 2016)
 - d. CSPAC will study the process utilized in Montana for reviewing cases of suspension, revocation and denial of educator licensure.

- 5) Study and make recommendations to the Board of Public Education on the status and efficacy of alternative and/or nontraditional teacher preparation opportunities.
 - a. Complete semi-annual reviews of Class 8 Dual Credit-Only Post-Secondary Faculty License applications.
 - b. Attend Western States Certification Conference.
 - c. Gather information about diploma mills and find ways to inform teachers of this and other forms of fraud.
 - d. Continue the awareness that issues such as distance learning, dual enrollment, alternative certification models, etc. are multi-faceted and inter-related concepts that cannot be viewed in isolation from one another. Continued involvement in the implementation of Graduation Matters Montana and Montana Common Core standards.

Other CSPAC Activities:

CSPAC to monitor any teacher licensure issues that may emerge from the implementation of distance learning programs (Montana Digital Academy).

CSPAC to participate in the School Staffing Project to develop a new state data system to track school staffing patterns in Montana.

Solicit input from the Board of Public Education regarding research priorities for CSPAC for 2014-15.

HIGHLIGHTS OF THE 2014-2015 CSPAC MEETINGS

Highlights of the July 15-16th, 2014 CSPAC Meeting State Capitol Building Room 137 Helena, MT

On Tuesday and Wednesday July 15th, and 16th, 2014, the Certification Standards and Practices Advisory Council met at the State Capitol for their regularly scheduled meeting. The Certification Advisory Council, created by the 1987 Montana Legislature, is composed of seven members and meets quarterly. The CSPAC makes recommendations to the Board of Public Education concerning licensure issues, professional practices, and ethical conduct for educators in Montana.

Currently serving on the Council are: Chair, Ms. Tammy Lacey, School Administrator, Great Falls; Vice Chair, Dr. Cindy O'Dell, Department head, Education Department, Salish Kootenai College; Ms. Janice Bishop, Teacher, Missoula, Mr. Kelly Elder, Teacher, Helena, Mr. Don Reed, Trustee, Lockwood, Ms. Jo Dell Beeler, K-12 Specialist, Ms. Leanne Yenny, Teacher, Bozeman.

Meeting attendees included: Dr. Linda Peterson, OPI; Ms. Ann Gilkey, OPI; Ms. Shannon Koenig, OPI; Ms. Diane Burke, MTPEC. Also present were BPE Executive Director Mr. Pete Donovan and BPE Administrative Assistant Ms. Kris Stockton.

CSPAC Meeting July 15th, 2014

Council Review of Administrative Rules of Montana Title 10, Chapter 57

The council spent the morning of July 15th reviewing the proposed changes to Chapter 57, Educator Licensure rules. The Council completed their review with a few suggested changes to the revisions.

Council Review of Administrative Rules of Montana Title 10, Chapter 58

The afternoon was spent with the Council reviewing the proposed changes to Chapter 58, Educator Preparation Program Standards. The Council did not complete the review of the proposed changes and an August 19th, 2014 VisionNet meeting was scheduled for the completion of the revisions.

Executive Committee Report

The Council elected new officers. Ms. Tammy Lacey was elected Chair, and Dr. Cindy O'Dell was elected Vice Chair. The council reviewed their goals, set the annual calendar of meetings, and reviewed the Annual Report to be presented to the Board of Public Education. Committee Appointments were moved to the October meeting.

Board of Public Education Report/Executive Director’s Report

Mr. Donovan discussed a few topics to be covered at the Board of Public Education meeting the next day, including the introduction of the new Superintendent for the Montana School for the Deaf and Blind, and Governor Bullock’s Education report to the Board.

Update from the Council of Deans Retreat

Dr. Cindy O’Dell discussed the Council of Deans Retreat she attended in June and reviewed items discussed including the Chapter 58 Educator Preparation Program Standard revisions.

Summary of CSPAC Review of Administrative Rules of Montana Title 10, Chapter 57

Ms. Lacey discussed the previous days’ review of the proposed changes. The Council moved to recommend the changes to the Board of Public Education.

Summary of CSPAC Review of Administrative Rules of Montana Title 10, Chapter 58

Dr. O’Dell discussed the previous days’ review of the Chapter 58 revisions and that the review will conclude on August 19th.

Class 8 License Applications

The Council reviewed 2 Class 8 Applications. Both applications were approved.

Future Agenda Items

Future agenda items discussed included: Chapter 58 Conference Call for August 19th, Graduation Matters Montana report, Mentoring Program status report, committee elections, updating 2014-15 goals, review of Chapter 63 Program Standards.

**Highlights of the October 27th, 2014 CSPAC Meeting
Montana State University
Strand Union Student Room 235
Bozeman, MT**

The Montana Certification Standards and Practices Advisory Council (CSPAC) met on Monday October 27th, 2014 in in a joint meeting with the Council of Deans on the campus of Montana State University Bozeman. The Certification Advisory Council, created by the 1987 Montana Legislature, is composed of seven members and meets quarterly. The CSPAC makes recommendations to the Board of Public Education concerning licensure issues, professional practices, and ethical conduct for educators in Montana.

Currently serving on the Council are: Chair, Ms. Tammy Lacey, School Administrator, Great Falls; Vice Chair, Dr. Cindy O’Dell, Department head, Education Department, Salish Kootenai College; Ms. Janice Bishop, Teacher, Missoula, Mr. Kelly Elder, Teacher, Helena, Mr. Don Reed, Trustee, Lockwood, Ms. Jo Dell Beeler, K-12 Specialist, Ms. Leanne Yenny, Teacher, Bozeman.

Meeting attendees included: Dr. Linda Peterson, OPI; Dr. Jayne Downey, MSU; Mr. Mike Miller, UM Western; Mr. Marco Ferro, MEA-MFT. Also present were BPE Executive Director Mr. Pete Donovan and BPE Administrative Assistant Ms. Kris Stockton.

**CSPAC Meeting
October 27th, 2014**

MSU Presentation

Dr. Jayne Downey, MSU School of Education gave a presentation to the Council on their School of Education which covered such topics as: current practices, student teacher placement, popular majors; and a new Model of Clinical Practice.

Executive Committee Report

The Council made committee appointments, reviewed the changes made to the goals in July, and approved the changes.

Board of Public Education Report/Executive Director's Report

Mr. Donovan discussed the completion of the Board's audit, and also reviewed the upcoming hearings for the revisions to Chapters 57 and 58, and the new Chapter 63 proposed standards for Preschool.

Class 8 Licenses

The council reviewed 10 Class 8 applications. All 10 were approved.

Mentoring Program Status Report

This item was postponed until the February 2015 CSPAC meeting.

Update on the Status of Revisions of Chapter 57 Educator Licensure, Chapter 58, Educator Preparation Program Standards, and New Chapter 63 Preschool Program Standards

Mr. Donovan gave a brief summary of the upcoming hearings for all the standards. Dr. O'Dell submitted a position paper written by the Early Childhood Higher Education Consortium requesting changes to the Chapter 63 Preschool Program Standards. The Council moved to support the Position Paper with Chair Lacey dissenting the vote.



*Joint CSPAC/Council of Deans Meeting
October 27th, 2014*

CSPAC met with the Council of Deans of Postsecondary Education on the afternoon of October 27th, 2014 for the annual CSPAC Joint CoD meeting. The meeting highlighted several topics of discussion including: A review of the CSPAC meeting earlier in the day, Preview of the BPE Public Hearings for Chapters 57, 58, and new standards for Chapter 63, a preview of the Council of Dean's meeting the following day, and a roundtable discussion of various topics.

**Highlights of the February 6th, 2015 CSPAC Meeting
Board of Public Education Conference Room
46 N Last Chance Gulch
Helena, MT**

On Friday February 6th, 2015, the Certification Standards and Practices Advisory Council met at the Board of Public Education Conference Room for their regularly scheduled meeting. The Certification Advisory Council, created by the 1987 Montana Legislature, is composed of seven members and meets quarterly. The CSPAC makes recommendations to the Board of Public Education concerning licensure issues, professional practices, and ethical conduct for educators in Montana.

Currently serving on the Council are: Chair, Ms. Tammy Lacey, School Administrator, Great Falls; Vice Chair, Dr. Cindy O’Dell, Department head, Education Department, Salish Kootenai College; Ms. Janice Bishop, Teacher, Missoula, Mr. Kelly Elder, Teacher, Helena, Mr. Don Reed, Trustee, Lockwood, Ms. Jo Dell Beeler, K-12 Specialist, Ms. Leanne Yenny, Teacher, Bozeman.

Meeting attendees included: Ms. Ann Gilkey, OPI; Ms. Shannon Koenig, OPI; Ms. Ms. Sue Mohr, OPI; Ms. Patty Muir, OPI; Mr. Le Gaub, Troops to Teachers; Ms. Beverly Richardson, Troops to Teachers; Mr. Gordon Ronrude, Troops to Teachers. Also present were BPE Executive Director Mr. Pete Donovan and Administrative Assistant Ms. Genii Skoog.

**CSPAC Meeting
February 6th, 2015**

Executive Committee Report

Chair Lacey reported that Mr. Don Reed sent an email notifying her that due to health reasons, he will be unable to continue serving on the Council. A quick review of open meeting laws was completed before moving on with the meeting.

Board of Public Education Report/Executive Director’s Report

Mr. Donovan updated the Council on happenings at the Legislature and items affecting the Board of Public Education, and public education in general. In addition Mr. Donovan reported that the Boards budget was presented to the Joint Appropriations Committee on Education and recommended to the full Appropriations committee.

Update of Montana New Teacher Induction Project

Ms. Patty Muir, OPI, updated the Council on the New Teacher Induction program which is a mentoring program for new teachers that districts can take part in.

State Equity Plan Process

Ms. Sue Mohr, OPI, presented the State Equity Plan for Dr. Linda Peterson. The plan ensures equitable access for qualified teachers across Montana. OPI requested that CSPAC review the plan and offer insight. OPI will present a final draft to CSPAC at a future meeting.

Update on Troops to Teachers

Mr. Le Gaub updated the Council on the Troops to Teachers program, giving a background of the program, what it does, and how the program works in Montana. Mr. Gaub introduced 2 new staff members, Ms. Beverly Richardson and Mr. Gordon Ronrude.

Class 8 License Applications

The Council reviewed four Class 8 Applications. Two applications were approved and two were tabled for incompleteness.

Future Agenda Items

Future agenda items discussed included an update on Early Edge, the new Chapter 57 rules, a draft of a new Class 8 License application form, final draft of the State Equity Plan, Legislative Update, and a report on the Code of Ethics from the Professional Practices Committee.

**Highlights of the February 19th, 2015 CSPAC Conference Call Meeting
Board of Public Education Offices
46 N Last Chance Gulch
Helena, MT**

On Thursday February 19th, 2015 the Council met via conference call with Mr. Pete Donovan, Executive Director, Board of Public Education, and Ms. Ann Gilkey, Dr. Linda Peterson, and Ms. Shannon Koenig, all from the Office of Public Instruction to discuss revisions proposed by the OPI to the Chapter 57 rules. Also present: Ms. Kris Stockton, Administrative Assistant, Board of Public Education.

**CSPAC Conference Call Meeting
February 19th, 2015**

CSPAC Review of the Superintendents Proposed Revisions of Administrative Rules of Montana Title 10, Chapter 57, Educator Licensure

Ms. Ann Gilkey led the Council through the recommended revisions from the Superintendent. Ms. Gilkey and Dr. Peterson fielded questions from the Council members regarding the changes. The Council voted unanimously to move the recommended revisions on to the Board of Public Education.

**Highlights of the April 24th, 2015 CSPAC Meeting
Board of Public Education Conference Room
46 N Last Chance Gulch
Helena, MT**

ITEM 3

BOARD OF PUBLIC EDUCATION REPORT

- Update on 2015 Legislative Session
 - Chapter 57 Timeline

Mr. Pete Donovan

Meetings Attended by Peter Donovan
02/07/2015 – 04/24/2015

February

- | | |
|---|------------|
| 1. SB 275 hearing in Senate Education Committee | 02/13/2015 |
| 2. HB 376, 377 hearings in House Education Committee | 02/18/2015 |
| 3. Meeting with Sen Hansen re: SB 331 | 02/19/2015 |
| 4. CSPAC Conference Call | 02/19/2015 |
| 5. SB 331 and SB 345 hearings in Senate Education Committee | 02/20/2015 |

March

- | | |
|---|---------------|
| 6. Board of Regents Meeting | 03/05,06/2015 |
| 7. MT Digital Academy Conference Call | 03/09/2015 |
| 8. Board of Public Education Meeting | 03/13/2015 |
| 9. HB 377 hearing in Senate Education Committee | 03/16/2015 |
| 10. HB 501 hearing in Senate Judiciary Committee | 03/17/2015 |
| 11. HB 596 hearing in House Education Committee | 03/25/2015 |
| 12. SB 275 and SB 345 hearings in House Education Committee | 03/30/2015 |
| 13. Variances to Standards Review Board Meeting | 03/31/2015 |
| 14. HB 2 Section E hearing in Senate Finance & Claims | 03/31/2015 |

April

- | | |
|---|---------------|
| 15. Executive Action HB2 Section E in Senate Finance & Claims | 04/01/2015 |
| 16. MHSA Board meeting | 04/13,14/2015 |
| 17. TLLC Workgroup meeting | 04/21/2015 |
| 18. CEEDAR Steering Committee Meeting | 04/22,23/2015 |

TIMELINE
Chapter 57 Rule Amendment
March, 2015

- Introduction to BPEMarch 12-13, 2015 meeting
- Proposed notice to BPE May 7-8, 2015 meeting
- Proposed notice to SOS for notice in MAR May 18, 2015
- MAR publication out May 28, 2015
- Hearing date After June 18, 2015
- Final Public Input deadlineOn or after June 29, 2015
- Adoption Notice to BPE July 15-17, 2015 meeting
- Adoption notice to SOS for notice in MAR July 20, 2015
- MAR publication out July 28, 2015
- Effective Date of Rules July 29, 2015

ITEM 4

REPORT ON CODE OF ETHICS UPDATE

Professional Practices Committee

ITEM 5

STATE EQUITY PLAN UPDATE

Dr. Linda Peterson

ITEM 6

UNIVERSITY OF MONTANA PHYLLIS J. WASHINGTON COLLEGE OF EDUCATION NEW PROGRAMS

- **Master or Education in Curriculum and Instruction-Early Childhood Endorsement**
- **Minor in Early Childhood Education and Endorsement**
 - **Minor in Theatre Education Endorsement**

Dr. Linda Peterson

Ms. Susan Harper-Whalen, University of Montana

Ms. Kristi Murphy, University of Montana



MEMORANDUM

TO: LINDA VROOMAN PETERSON, ADMINISTRATOR, ACCREDITATION AND EDUCATOR PREPARATION DIVISION

FROM: KRISTI MURPHY, ASSESSMENT AND LICENSURE MANAGER, PJW COLLEGE OF EDUCATION AND HUMAN SCIENCES *KM*

CC: ROBERTA EVANS, DEAN OF THE PHYLLIS J. WASHINGTON COLLEGE OF EDUCATION AND HUMAN SCIENCES

SUBJECT: THEATRE EDUCATION MINOR ENDORSEMENT

DATE: MARCH 26, 2015

The University of Montana is currently state-approved to offer a theatre endorsement via a theatre education major. UM is now seeking Board of Public Education approval to offer a theatre endorsement based on a theatre education minor. The School of Theatre & Dance at UM requested and received approval to add a minor in theatre education through UM Faculty Senate and is pending approval from the Montana Board of Regents. The Board of Regents will make a final determination on approval of the theatre education minor at the May 21, 2015 meeting. Individuals seeking this endorsement at the minor level would also need to complete a teaching major in a second endorsable content area and UM's educator preparation program.

The School of Theatre & Dance was motivated to add the theatre education minor for three primary reasons: 1) Currently only theatre majors can obtain an endorsement to teach theatre and they are required to obtain second major or minor in another field of higher demand. The double major or major/minor requirement often takes students longer than a traditional 4-year degree. The minor in theatre education will allow more students the opportunity to be endorsed to teach theatre without significantly extending the time required to earn a degree and obtain licensure; 2) Teacher candidates with more than one endorsement area are more marketable for jobs; and 3) There are limited programs in the state offering licensure in theatre.

No new courses or faculty resources are necessary for the creation of this minor and the proposed curriculum aligns with the strategic goals of UM. Individuals pursuing this minor will seek admission to and complete the Teacher Education Program in the Department of Curriculum and Instruction according to established criteria. The Department gathers data related to educator preparation programs at UM and will work in connection with the School of Theatre and Dance to review and evaluate program-specific data on an annual basis. Additionally, the School of Theatre & Dance is accredited by the National Association of Schools of Theatre (NAST) which will also review and evaluate this minor.

Theatre Teaching Requirements (Grades 5-12) *PROPOSAL PENDING*
University of Montana

Name:
Student ID:

For an endorsement in the minor teaching field of theatre, a student must complete the requirements for the minor in Theatre Education (see the School of Theatre & Dance and below) below or demonstrate course equivalency. NOTE: Teaching minors require completion of a teaching major in another field.

Theatre Teaching *MINOR* Requirements

Course Titles	Cr.	Term.	Grade	Approved Substitute	Institution	Credits	Grade
THTR 106A (DRAM 106A) Theatre Prod I: Run Crew	1						
THTR 202 (DRAM 202) Stagecraft I	3						
THTR 220 (DRAM 214) Acting I	3						
THTR 235L (DRAM 220L) Dramatic Literature I	3						
THTR 330H (DRAM 320H) Theatre History I	3						
THTR 370 (DRAM 371) Stage Management I	2						
THTR 375 (DRAM 379) Directing I	3						
THTR 439 (DRAM 402) Methods of Teaching Theatre	3						
Total Credits	21						

 Department Advisor Signature

 Date

 Minor GPA

Minor in Theatre, Education Specialization	STANDARDS			
<u>10.58.507 THEATRE</u>	TO BE COMPLETED BY THE INSTITUTION	PERFORMANCE ASSESSMENT	TO BE COMPLETED BY VISITING TEAM	
			MET	NOT MET
(1) The program requires that successful candidates:			<input type="checkbox"/>	<input type="checkbox"/>
(a) demonstrate the ability to create curriculum, instruction, and assessment for K-12 students in a school theatre program to make students aware of the process of artistic creation, including:			<input type="checkbox"/>	<input type="checkbox"/>
(i) generating and conceptualizing creations;	THTR 220A: Acting I THTR 439: Methods of Teaching Theatre	Candidates are assessed based on assignments such as: <ul style="list-style-type: none"> • quizzes • exams • essays and papers • book reviews • daily reflection assignments • performances Additional typical assessments specific to teaching minor: THTR 439: <ul style="list-style-type: none"> • Class presentations • Lesson plan creation • Lesson presentations • Field experiences: teaching theatre to various community agencies and school classrooms (public and private) 	<input type="checkbox"/>	<input type="checkbox"/>
(ii) analyzing, interpreting, selecting, organizing, developing, and refining artistic techniques; conveying meaning; and completing performances; and	THTR 235L: Dramatic Literature THTR 439: Methods of Teaching Theatre	Candidates are assessed based on assignments such as: <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • theatre literature reviews • daily reflection assignments 	<input type="checkbox"/>	<input type="checkbox"/>

Minor in Theatre, Education Specialization	STANDARDS			
<u>10.58.507 THEATRE</u>	TO BE COMPLETED BY THE INSTITUTION	PERFORMANCE ASSESSMENT	TO BE COMPLETED BY VISITING TEAM	
		Additional typical assessments specific to teaching minor: THTR 235L: <ul style="list-style-type: none"> • Class presentations • Socratic seminars THTR 439: <ul style="list-style-type: none"> • Class presentations 		
(iii) perceiving and analyzing, interpreting intent and meaning in, and apply criteria to evaluate responses;	THTR 235L: Dramatic Literature THTR 375: Directing THTR 439: Methods of Teaching Theatre	THTR 235L: <ul style="list-style-type: none"> • Writing script analysis papers and reflections THTR 375: <ul style="list-style-type: none"> • Turning in director's notebooks which include script analysis work, interpretation of plot, character, and conflict • Turning in peer critique papers • Having class discussions reflecting and critiquing performances and scripts THTR 439: <ul style="list-style-type: none"> • Writing lesson plans which include scaffolding and outcomes based on the taxonomy of educational objectives • Writing reflection papers after presenting lessons and lesson plans to peers 	<input type="checkbox"/>	<input type="checkbox"/>
(b) demonstrate knowledge of program goals, procedures, and rationales for a school theatre program;	THTR 439: Methods of Teaching Theatre	Candidates are assessed based on assignments such as: <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • book reviews • daily assignments Additional typical assessments specific to teaching minor:	<input type="checkbox"/>	<input type="checkbox"/>

Minor in Theatre, Education Specialization	STANDARDS			
10.58.507 THEATRE	TO BE COMPLETED BY THE INSTITUTION	PERFORMANCE ASSESSMENT	TO BE COMPLETED BY VISITING TEAM	
(c) integrate activities with outside performances utilizing the latest methods of theatre practice and appreciation; and	THTR 106A: Theatre Prod. I: Run Crew THTR 220A: Acting I THTR 375: Directing I	<p>THTR 439:</p> <ul style="list-style-type: none"> • Class presentations <p>Candidates are assessed based on assignments such as:</p> <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • book reviews • daily assignments <p>Additional typical assessments specific to teaching minor:</p> <p>THTR 106A:</p> <ul style="list-style-type: none"> • Class participation • Cooperative student teamwork • Practical skill projects • Faculty/mentor training review <p>THTR 220A/375:</p> <ul style="list-style-type: none"> • Direction and presentation of scenes/plays • Production concept presentations • Performances/critiques • Audition techniques • Reading reflections and responses 	<input type="checkbox"/>	<input type="checkbox"/>
(d) model pedagogy and attitudes which reflect current research on the theory and practice of teaching theatre.	THTR 439: Methods of Teaching Theatre	<p>Candidates are assessed based on assignments such as:</p> <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • book reviews • daily assignments <p>Additional typical assessments specific to teaching minor:</p> <p>THTR 439:</p> <ul style="list-style-type: none"> • Class presentations 	<input type="checkbox"/>	<input type="checkbox"/>

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<u>10.58.507 THEATRE</u>	TO BE COMPLETED BY THE INSTITUTION	PERFORMANCE ASSESSMENT	TO BE COMPLETED BY VISITING TEAM	
(2) The program requires that successful candidates demonstrate understanding and knowledge of:			<input type="checkbox"/>	<input type="checkbox"/>
(a) theatre as a social and aesthetic experience, reflecting on authentic representation, including cultures of American Indians and tribes in Montana and the unique history of theatre and acquaintance with representative plays of past and present, and candidates will be able to synthesize and relate knowledge and personal experiences to make art;	THTR 235L: Dramatic Literature THTR 330H: Theatre History I THTR 375: Directing I	Candidates are assessed based on assignments such as: <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • book reviews • daily assignments Additional typical assessments specific to teaching minor: THTR 235L/330H/375: <ul style="list-style-type: none"> • Direction and presentation of scenes/plays • Performance critiques • Production concept presentations 	<input type="checkbox"/>	<input type="checkbox"/>
(b) the relationship between the actor, the literature, and the audience, including the actor's ability to assess personal growth; and	THTR 220A: Acting I THTR 375: Directing I	Candidates are assessed based on assignments such as: <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • book reviews • daily assignments Additional typical assessments specific to teaching minor: THTR 220/375: <ul style="list-style-type: none"> • Rehearsal/studio projects • Performances/critiques • Monologue and scene presentations • Reading reflections and responses • Performance responses • Dramatic literature research and 	<input type="checkbox"/>	<input type="checkbox"/>

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<u>10.58.507 THEATRE</u>	TO BE COMPLETED BY THE INSTITUTION	PERFORMANCE ASSESSMENT	TO BE COMPLETED BY VISITING TEAM	
		selection <ul style="list-style-type: none"> • Scene analysis and performance 		
(c) the educational function of theatre in the school setting, helping students develop life skills and better understand themselves, others, and the world.	THTR 375: Directing I THTR 439: Methods of Teaching Theatre	Candidates are assessed based on assignments such as: <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • book reviews • daily assignments Additional typical assessments specific to teaching minor: THTR 375/439: <ul style="list-style-type: none"> • Production concept presentations • Performance critiques 	<input type="checkbox"/>	<input type="checkbox"/>
(3) The program requires candidates have experience with performance and that successful candidates:			<input type="checkbox"/>	<input type="checkbox"/>
(a) direct/supervise a theatrical production with artistic integrity, including supervision of appropriate selections (being mindful of community standards), analysis, casting, rehearsal, and performance;	THTR 220A: Acting I THTR 235L: Dramatic Literature I THTR 330H: Theatre History I THTR 370: Stage Management I THTR 375: Directing I	Candidates are assessed based on assignments such as: <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • book reviews • daily assignments Additional typical assessments specific to teaching minor: THTR 220A/235L/330H/370/375: <ul style="list-style-type: none"> • Direction and presentation of scenes/plays • Production concept presentations • Performances/critiques • Dramatic literature research and selection • Scene analysis and performance 	<input type="checkbox"/>	<input type="checkbox"/>

Minor in Theatre, Education Specialization	STANDARDS			
<u>10.58.507 THEATRE</u>	TO BE COMPLETED BY THE INSTITUTION	PERFORMANCE ASSESSMENT	TO BE COMPLETED BY VISITING TEAM	
(b) manage/supervise the technical requirements and use current and emerging technologies of a theatrical production by effectively planning and executing scenery, lights, make-up, sound, properties, costumes, special effects, promotion and publicity; and	THTR 106A: Theatre Prod. I: Run Crew THTR 370: Stage Management I	<ul style="list-style-type: none"> • Audition techniques <p>Candidates are assessed based on assignments such as:</p> <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • book reviews • daily assignments <p>Additional typical assessments specific to teaching minor:</p> <p>THTR 106A:</p> <ul style="list-style-type: none"> • Production team reviews • Cooperative student teamwork • Faculty/mentor training review • Technical skill review <p>THTR 370:</p> <ul style="list-style-type: none"> • Practical tool use review • Critical thinking analysis • Evaluation of scripts • Costume, lighting, scene, props, audio interpretation • Team and independent projects • Realized staging assessment 	<input type="checkbox"/>	<input type="checkbox"/>
(c) use production as a measurement/evaluation of current and future goals and objectives.	THTR 220A: Acting I THTR 375: Directing I	<p>Candidates are assessed based on assignments such as:</p> <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • book reviews • daily assignments <p>Additional typical assessments specific to teaching minor:</p> <p>THTR 220A/375:</p> <ul style="list-style-type: none"> • Rehearsal/studio projects 	<input type="checkbox"/>	<input type="checkbox"/>

Minor in Theatre, Education Specialization	STANDARDS			
<u>10.58.507 THEATRE</u>	TO BE COMPLETED BY THE INSTITUTION	PERFORMANCE ASSESSMENT	TO BE COMPLETED BY VISITING TEAM	
		<ul style="list-style-type: none"> • Monologue and scene presentations • Performances/critiques 		
(4) The program requires candidates interact with the community as a resource and successful candidates:			<input type="checkbox"/>	<input type="checkbox"/>
(a) contribute in the development of facilities;	THTR 439: Methods of Teaching Theatre	Candidates are assessed based on assignments such as: <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • book reviews • daily assignments 	<input type="checkbox"/>	<input type="checkbox"/>
(b) supervise classroom projects, assembly programs, or any activity that involves elements of theatre;	THTR 220A: Acting I THTR 375: Directing I THTR 439: Methods of Teaching Theatre	Candidates are assessed based on assignments such as: <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • book reviews • daily assignments Additional typical assessments specific to teaching major: THTR 220/375/439: <ul style="list-style-type: none"> • Direction and presentation of scenes/plays • Monologue performances • Dramatic literature research and selection • Scene analysis and performance • Audition techniques 	<input type="checkbox"/>	<input type="checkbox"/>
(c) assist planning comprehensive theatre and/or other fine arts curriculum including video/film; and	THTR 235L: Dramatic Literature THTR 330H: Theatre History I THTR 375: Directing I THTR 439: Methods of Teaching Theatre	Candidates are assessed based on assignments such as: <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • book reviews 	<input type="checkbox"/>	<input type="checkbox"/>

Minor in Theatre, Education Specialization	STANDARDS			
<u>10.58.507 THEATRE</u>	TO BE COMPLETED BY THE INSTITUTION	PERFORMANCE ASSESSMENT	TO BE COMPLETED BY VISITING TEAM	
		<ul style="list-style-type: none"> • daily assignments <p>Additional typical assessments specific to teaching minor:</p> <p>THTR 439:</p> <ul style="list-style-type: none"> • Practical production demonstrations and presentations • Play selection • Instruction in acting coaching 		
(d) advocate in their school and the larger community for theatre instruction and performances.	THTR 375: Directing I THTR 439: Methods of Teaching Theatre	<p>Candidates are assessed based on assignments such as:</p> <ul style="list-style-type: none"> • quizzes • exams • essays or term paper • book reviews • daily assignments <p>Additional typical assessments specific to teaching minor:</p> <p>THTR 439:</p> <ul style="list-style-type: none"> • Direction and presentation of scenes/plays • Production concept presentations • Performances/critiques • Travel to K-12 classrooms to present plays • Travel to K-12 classroom to present drama lessons 	<input type="checkbox"/>	<input type="checkbox"/>
(5) The program requires candidates demonstrate knowledge and use of educational theatre resources and professional organizations.	THTR 439: Methods of Teaching Theatre	<p>Candidates are assessed based on study of and work with:</p> <ul style="list-style-type: none"> • Educational Theatre Association • Pedagogy and Theatre of the Oppressed International organization • National Standards for Theatre Education • Montana Standards for Arts 	<input type="checkbox"/>	<input type="checkbox"/>

Minor in Theatre, Education Specialization	STANDARDS			
<u>10.58.507 THEATRE</u>	TO BE COMPLETED BY THE INSTITUTION	PERFORMANCE ASSESSMENT	TO BE COMPLETED BY VISITING TEAM	
		Education <ul style="list-style-type: none"> • Use of pedagogical and methodological texts focusing on theatre teaching 		
(History: 20-2-114, MCA; <u>IMP</u> , 20-1-501, 20-2-121, MCA; <u>NEW</u> , 1979 MAR p. 492, Eff. 5/25/79; <u>AMD</u> , 1984 MAR p. 831, Eff. 5/18/84; <u>AMD</u> , 1989 MAR p. 397, Eff. 3/31/89; <u>AMD</u> , 1994 MAR p. 2722, Eff. 10/14/94; <u>AMD</u> , 2000 MAR p. 2406, Eff. 9/8/00; <u>AMD</u> , 2007 MAR p. 190, Eff. 2/9/07; <u>AMD</u> , 2014 MAR p. 2936, Eff. 7/1/15.)				

ITEM 7

DRAFT OF NEW CLASS 8 LICENSE APPLICATION

Ms. Shannon Koenig

ITEM 8

REVIEW OF CLASS 8 APPLICATIONS

Ms. Shannon Koenig



Montana Application for Class 8 Dual Credit Postsecondary Faculty License

Requirements for Montana Class 8 Dual Credit Postsecondary Faculty License	
1. Verification of faculty employment from the Chief Academic Officer or an appropriate official of the employing regionally accredited college or university; ; ARM 10.57.437	
2. Recommendation from the Chief Academic Officer from a regionally accredited college or university	
Important Considerations: <ul style="list-style-type: none"> You must plan to teach in a subject covered by the K-12 endorsement areas in ARM 10.57.438, and will teach a subject in which the applicant has a major or minor; You must be able demonstrate adequate education and experience to instruct dual enrollment course Supporting documents, including syllabi, Course examples of assignments/projects, Curriculum Vitae, copies of transcripts, or other evidence of subject matter competency are encouraged to support your application and verify that you meet requirements for licensure. Class 8 dual credit license applications will be reviewed quarterly by the Certification Standards and Practices Advisory Council for recommendation regarding issuance of the license by the Superintendent of Public Instruction. For questions regarding these considerations please call us at 406-444-3150 	
Montana Educator Licensure Application Checklist	Complete
I have completed all sections of the application and indicated the endorsement/endorsements I am applying for.	
I am providing supporting documents to verify my qualifications for licensure.	
I have enclosed a check or money order payable to Montana OPI for \$30 per license applied for and a one-time filing fee of \$6. (\$36 for one initial license)	
I have signed and dated the bottom of the Character and Fitness Information page. (page 4)	
I have recited the oath in the presence of a licensed notary and signed the notary page. (page 5)	
I have requested a fingerprint background check to be processed by the Montana Department of Justice.	
Important: Applications will not be processed until all required documentation/information has been received. Processing time depends on the time of year and the volume of applications being processed. Between April and September processing time may be 6-8 weeks. It is your responsibility to check with our office to ensure that all materials have been received. You can review your application at https://apps3.opi.mt.gov/SSO/Login/Login.aspx	All documents must be mailed to: Montana Office of Public Instruction Attn. Educator Licensure PO Box 202501 Helena, MT 59620



Montana Application for Class 8 Dual Credit Postsecondary Faculty License

Please complete all sections of this application. Incomplete applications will not be evaluated. For questions regarding the application process please refer to our website at www.opi.mt.gov/cert .

Last Name		First Name		Middle Initial	
Street Address			Apartment/Unit #		
City	State	Zip Code	Former Name(s)		
Phone Number		Email Address			
Last Four Digits of Your SSN	Date of birth	Gender	<input type="radio"/> Male <input type="radio"/> Female		
Race (Choose one or more): <input type="radio"/> American Indian/ Alaska Native <input type="radio"/> Black/African American <input type="radio"/> Asian <input type="radio"/> Native Hawaiian/Pacific Islander <input type="radio"/> White			Ethnicity: <input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic		
School year initial licensure to be active		July 1, _____			

Academic and Education Experience

College or University	City/State	Degree earned	Major or Coursework Equivalent to a Major*	Minor
		<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Doctoral <input type="radio"/> None		
		<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Doctoral <input type="radio"/> None		
		<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Doctoral <input type="radio"/> None		
		<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Doctoral <input type="radio"/> None		

*The Professional Educator Preparation Standards, Admin. R. Mont. Chapter 58, allow a Montana approved Professional Educator Preparation Unit to substitute coursework or other evidence of subject matter competency in lieu of semester credits required under Chapter 57. If you are substituting coursework for degrees or majors and minors, please include documentation from an Accredited Professional Educator Preparation Program that those courses meet requirements of Admin. R. Mont. 10.57.301 and the respective section of the Professional Educator Preparation Standards.

Endorsement(s):	
From the following list, select endorsement area(s) for which you are applying:	
<input type="radio"/> Agriculture	<input type="radio"/> Biology
<input type="radio"/> Business & Information Technology	<input type="radio"/> Chemistry
<input type="radio"/> Communication	<input type="radio"/> Earth Science
<input type="radio"/> Economics	<input type="radio"/> English
<input type="radio"/> Family & Consumer Sciences	<input type="radio"/> Geography
<input type="radio"/> Health	<input type="radio"/> History
<input type="radio"/> Industrial Technology Education	<input type="radio"/> Journalism
<input type="radio"/> Marketing	<input type="radio"/> Mathematics
<input type="radio"/> Physics	<input type="radio"/> Political Science
<input type="radio"/> Psychology	<input type="radio"/> Science (broadfield)
<input type="radio"/> Sociology	<input type="radio"/> Social Studies (broadfield)
<input type="radio"/> World Languages: _____	<input type="radio"/> Theatre
<input type="radio"/> Art	<input type="radio"/> Computer Science
<input type="radio"/> English as a Second Language	<input type="radio"/> Health Enhancement
<input type="radio"/> Library	<input type="radio"/> Music
<input type="radio"/> Physical Education	<input type="radio"/> Reading
<input type="radio"/> School Counseling	<input type="radio"/> Traffic Education
<input type="radio"/> World Languages: _____	<input type="radio"/> Other: _____

Evidence of Eligibility for Licensure and Endorsement(s)			
The applicant must demonstrate adequate education and experience to instruct dual enrollment courses as demonstrated by the following criteria (ARM 10.57.437):	Please describe the evidence you are submitting to meet the required criteria	Verification by Chief Academic Officer or Official Designee: Evidence has been verified and found to be acceptable	
		Yes	No (please explain)
(A) Ability to create learning environments that support creativity, critical thinking, individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation;			
(B) Understanding and ability to use a variety of instructional and assessment strategies to encourage learners to develop understanding of content areas and to build skills to apply knowledge in meaningful ways;			
(C) Understanding of individual differences and diverse cultures with an ability to integrate history, culture, heritage, and contemporary status of American Indians and tribes in Montana.			

Verification of Employment Eligibility

Applicant Last Name	First Name	Middle Initial
<p>Verification Statement:</p> <p>I hereby verify that _____ is on the faculty of _____ (college or university) pursuant to Admin. R. Mont. 10.57.437 (3) (a) and (b) and is applying to teach courses for which students will receive both high school and college credit(s) pursuant to Admin. R. Mont. 10.57.437 (2) and meets the definition of "college faculty" in Admin. R. Mont. 10.57.102 (10).</p>		
Name of College or University		
Signature of Chief Academic Officer or their designated representative and Date		
Printed name of Chief Academic Officer or their designee		
Title of Chief Academic Officer or their designee		

Character and Fitness Information

Last Name		First Name		MI
1. Do you currently hold or have you ever held a professional certificate, license, or other credential in ANY field (e.g. education, cosmetology, social work, outfitting, acupuncture) in Montana or any other state? If yes, please provide the following information for every certificate, license, or credential.			<input type="radio"/> Yes <input type="radio"/> No	
State or Jurisdiction		Type of License		Certificate or License Number
2. Have you ever had adverse action taken against any professional certificate, license, or other credential issued for practice in ANY field, or is any such action pending? If yes, select the actions below and explain on a separate sheet, providing dates, locations, circumstances, and outcome for each incident. Sign and date each page.				<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Letter of Warning	<input type="radio"/> Suspension	<input type="radio"/> Voluntary Surrender	<input type="radio"/> Failure to Renew	<input type="radio"/> Other (please describe)
<input type="radio"/> Reprimand	<input type="radio"/> Denial	<input type="radio"/> Revocation	<input type="radio"/> Cancellation	
3. Have you ever resigned or been disciplined, discharged, or asked to resign or retire from a professional position or military service because of allegations of misconduct, or is any such action pending? This includes discipline for failure or refusal to fulfill an employment contract. If yes, explain on a separate sheet, providing dates, locations, and circumstances for each incident. Sign and date each page.				<input type="radio"/> Yes <input type="radio"/> No
4a. Have you ever been convicted of any crime (misdemeanor or felony)? If yes, explain on a separate sheet, providing dates, locations, and circumstances for each incident. Sign and date each page. *Most arrests and convictions show up on a background check even if purged or dismissed by a court.				<input type="radio"/> Yes <input type="radio"/> No
4b. Have you entered into a pretrial diversion* for any crime? If yes, select from the options below and explain on a separate sheet, providing dates, locations, and circumstances for each incident. Sign and date each page. <i>*A pretrial diversion program is any program that results in dismissal of charges upon satisfaction of conditions such as paying restitution or fines, having no similar offenses for a specified time, performing community service, completing rehabilitation or treatment programs, satisfying probation, etc. Answer "yes" even if you were not required to complete the program.</i>				<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Deferred Prosecution		<input type="radio"/> Deferred or Suspended Imposition of Sentence		<input type="radio"/> Deferred Adjudication
<input type="radio"/> Stay of Adjudication		<input type="radio"/> First Time Offenders Programs		<input type="radio"/> Other Programs (Please describe)
Taxpayer Identification Number (TIN), Social Security Number (SSN) or Canadian identification number (GST): Section 7 of Public Law 93-579 requires us to advise you of the following in connection with our request for your Taxpayer Identification Number (TIN): Disclosure of your taxpayer identification number is mandatory pursuant to the National Child Protection Act of 1993, 42 USC 5119a and c, which authorizes a state and national criminal history background check to determine the fitness of an employee, volunteer, or other person with unsupervised access to children, the elderly, or individuals with disabilities. Your taxpayer identification number will also be used for identity verification in connection with college transcripts and other education records pertaining to your application for teacher licensure.				
Taxpayer ID Number, Social Security Number or Canadian ID				
<i>By signing this application, I acknowledge I have read and understood the foregoing. I declare under penalty of perjury the information included in or with my application is true, correct, and complete to the best of my knowledge. I am aware false statements of material fact, misrepresentations, or omissions of material fact in or with this application is grounds for the denial, revocation, or suspension of the license(s) I am seeking.</i>				
Signature:			Date:	
Note: Your application will not be processed until we receive your fingerprint background check results. Have you submitted your background check to the Montana Dept. of Justice? (See instructions on Page 8)			<input type="radio"/> Yes <input type="radio"/> No	



You must subscribe to the following oath or affirmation before a notary public or other officer authorized by law to administer oaths. (MCA §20-4-104.) "I solemnly swear (or affirm) that I will support The Constitution of the United States of America and The Constitution of the State of Montana."

Declaration

I hereby declare under penalty of perjury the information included in or with my application is true, correct, and complete to the best of my knowledge. In signing this application, I am aware that a false statement of material fact, misrepresentations, or omissions of material fact in or with this application may lead to the denial, revocation or suspension of the license(s) I am seeking. I acknowledge that I have read the Professional Educators of Montana Code of Ethics as provided on the Montana OPI Educator Licensure website.

Name of applicant:			
Date of Birth		Last 4 numbers of SSN	

Signature of Applicant: _____

The above quoted oath was made before me, and this document was signed before me on the _____ day of _____, 20____

By _____
(Print name of signer)

Signature of Notary: _____

Printed Name of Notary: _____

Residing in the State of: _____ County of: _____

Commission Expires: _____



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

How to Initiate your Fingerprint Background Check

1. Go to your local law enforcement agency or any other agency offering fingerprinting services. Request that your fingerprints be taken for a background check. There may be a charge for this service. **Fingerprints must be clear. Smudged or unclear prints will be rejected. Therefore we recommend that you complete two fingerprint cards to ensure that your background check can be completed in a timely manner.**
2. Fill out all sections of the fingerprint cards with your personal information as needed. **Do not fold the completed fingerprint cards.**

3. Complete the following sections as instructed below:

Employer and Address: Montana Office of Public Instruction
Educator Licensure Division
PO Box 202501
Helena, MT 59620-2501

Reason Fingerprinted: Montana Educator Licensure
ARM 10.57.201A

ORI: MT025025Y
DOJ-ST ID BUR
Helena, MT

4. Mail the completed fingerprint cards along with a **Check for \$27.25** payable to the Montana DOJ to:

Montana Department of Justice
PO Box 201403
Helena, MT 59620-1403

For questions regarding the status of your background check call 406-444-3150. We will notify you by letter of rejected fingerprints and provide instructions on how to complete the process again.

ITEM 9

FUTURE AGENDA ITEMS