Application for a Montana Class 5 or 6 School Psychologist License

Denise Juneau, Superintendent **Montana Office of Public Instruction**	**Montana Office of Public Instruction** **Attn: Educator Licensure** P.O. Box 202501 Helena, MT 59620-2501	**To contact Educator Licensure** **406-444-3150 or cert@mt.gov** **www.opi.mt.gov/cert**

Instructions: Complete all sections of this application. The information you provide will help our staff determine all documents have been received and your application is ready for evaluation. **Your application for licensure will not be evaluated until all documents are received.** It is your responsibility to follow up with our Educator Licensure Division on the progress of your application.

This form requires a notarized signature. It cannot be submitted electronically. We suggest one of the following three procedures:
1. Save this form to your computer. Complete it, then print, sign, and mail it; or
2. Complete the form from our webpage, print and sign it and mail it; or
3. Print this form, complete it by hand, sign and mail it to us.

Instructions Specific to the Class 5 or 6 School Psychologist License:

Use this form of you are applying for a Montana Class 5 Alternative or a Class 6 Specialist License endorsed as a School Psychologist. The Class 5 Alternative License is for those applicants who have not completed ALL requirements for the Class 6 Specialist License. Those eligible for a Class 5 License have 3 years to complete the requirements for full licensure. Deficiencies will be identified by the MT Association of School Psychologists Review Board.

If you believe you are eligible for the full license, please apply appropriately. You will be offered the license for which you qualify.

The Applicant....	
Completes...	**Part A** General Information; and **Part B** Character and Fitness Questionnaire
Completes...	A fingerprint-based background check by: Printing the instructions from the website and taking the instructions with you to your local law enforcement office. Follow the directions on the Instruction Sheet; OR Ordering a fingerprint kit from www.opi.mt.gov/cert and proceeding to your local law enforcement or official trained
Submits...	Parts A and B of the application and the $36 fee to OPI, Educator Licensure; and Fingerprints to the Montana Department of Justice with a $29.25 fee.
Receives...	Notice from OPI that Parts A and B are complete.
Continues...	To Part C Applicant submits the following to the Montana Association of School Psychologists Review Board: MASP Application Form (Information available at http://masponline.us./); Official Transcripts; OPI Class 6 Licensure Application page 4; and Notice of Completion of OPI Application, Parts A and B.
The Montana Association of School Psychologists...	
Verifies...	All required documents are received; and At their next meeting, MASP reviews the application materials.
Advises...	The Director of the School Psychologist Program at the University of Montana of the applicant's eligibility for licensure.
The University of Montana...	
Completes...	The recommendation for licensure to the OPI and forwards all documentation, including official transcript to OPI.
The OPI...	
Issues...	The License.

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****NOTICE: INCOMPLETE APPLICATIONS MORE THAN ONE YEAR OLD WILL BE DESTROYED****

Part A: General Information

Personal Information

Last Name		First Name		Middle Initial	
Folio ID (assigned by OPI)		Name as you wish it to appear on your license			
Address		Former Name(s) (Maiden or Other)			
City		State		Zip Code		Country	
Last four digits of your SSN		Date of Birth		Email	
Cell Phone		Home Phone		Other Phone	

Is the Applicant Hispanic/ Latino?	◯ Yes ◯ No	Is the applicant from one or more of the following races:	☐ American Indian/Alaska Native ☐ Black or African American ☐ Asian ☐ White ☐ Native Hawaiian or Other Pacific Islander	Gender:	◯ Female ◯ Male

Have you ever held a Montana educator license? If yes, please indicate under what name and when you held the license.

School Year for license to be activated (all licenses are effective on July 1):

Oath

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 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 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 I have read the Professional Educators of Montana Code of Ethics as provided on the Licensure web page.

Notary

Signature of Applicant_____

Subscribed and sworn before me this _____ **day of** _____**, 20**_____**.**

Signature of Notary Public_____

My Commission Expires_____

County of_____

State of_____

Notary Seal

Part B: Character and Fitness Information

Last Name		First Name		MI	

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 verification purposes in connection with college transcripts and other education records pertaining to your application for teacher licensure. Your application will be scanned and stored on secure electronic media. The paper copy of your application will be shredded.

TIN, SSN or GST		**Signature**	Date:	

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. You may use a separate sheet of paper. Please be sure to sign and date any additional pages. ◯ Yes ◯ No

State or Jurisdiction		Type of License		Certificate or License Number	
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. ◯ Yes ◯ No

☐ Letter of Warning	☐ Suspension	☐ Voluntary Surrender	☐ Failure to Renew	☐ Other (please describe)
☐ Reprimand	☐ Denial	☐ Revocation	☐ 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. ◯ Yes ◯ 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. ◯ Yes ◯ 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. ◯ Yes ◯ No

**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.*

☐ Deferred Prosecution	☐ Deferred or Suspended Imposition of Sentence	☐ Deferred Adjudication
☐ Stay of Adjudication	☐ First Time Offender Programs	☐ Other Similar Programs (Please describe)

5. Check One:
NOTE: YOUR APPLICATION WILL NOT PROCEED UNLESS WE RECEIVE YOUR FINGERPRINT BACKGROUND CHECK RESULTS.

☐ I have completed the Montana-based fingerprint background check and mailed it to the Montana Department of Justice; or

☐ I have completed a Montana-based fingerprint background check within the past 2 years either for employment in a Montana public school or admittance to a teacher education program at a unit of the Montana University System. I have requested that the school district or Montana university send those results to OPI.

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.

Signature	Date	

Part C: Academic and Education Experience Information

Last Name		First Name		MI	

Information disclosed on this page will help our staff determine all documents have been received and your application is ready for evaluation. You may attach a separate sheet or use the form at http://masponline.us./, as long as all required information is included.

Academic Background

List all institutions which you have attended, regardless of the major program or if you earned a degree. The MASP must receive official transcripts from from each university listed.

College/University	City/State	Dates Attended	Degree	Major(s)	Minor(s)

Coursework for School Psychologist License

☐ I hold current credentials as a nationally Certified School Psychologist (NCSP) from the National Association of School Psychologists; **OR**

☐ I have completed a minimum of a master's degree in School Psychology from a NASP approve School Psychology Program; **OR**

☐ A master's degree or higher in a related field from an accredited institution which includes graduate coursework/content with a minimum official transcript grade of B in the following areas:

Required Course Content	College/University	Course Title	Course Number	Grade
Individual Intelligence Testing				
Academic Assessment				
Introduction to Special Education Law and Policy				
Behavioral Assessment and Behavioral Interventions				
Exceptional Children and/or Child Psychopathology				
Human Growth and Development				
Instructional Strategies/Academic Interventions				
Social and Emotional Assessment				
Individual/Group Counseling				
Administration, Role & Function of the School Psychologist				
Curriculum Based Measurement				
Consultation and Collaboration				
Coursework/Content the covers at least ONE of the Following: Tests and Measurement/ Psychometrics; Research Design; Statistics				
Documentation of Supervised School Psychology Internship which meets NASP Standards				

Note: You are not required to submit course syllabi with this application. However, the MASP Review Board reserves the right to request additional information concerning any course not clearly meeting requirements.

Checklist

Last Name		First Name		MI	

Acknowledge each requirement is included with the application or in process by checking next to the item.
Keep this page for assistance in tracking the progress of your application.

Step 1: Parts A and B, to OPI

Application & Fees	☐ Sections A and B of the application are complete. and submitted to OPI on	(Date)
	☐ A check for $36 is enclosed, payable to the OPI.	
Fingerprint-Based Background Check Requirement	Per Admin. R. Mont. 10.57.201A, applicants for initial licensure, those who apply for emergency authorization of employment, and those who seek to reinstate a lapsed or revoked license must submit a fingerprint card for a national fingerprint-based background check through the Montana Department of Justice. The instructions for completing the background check are provided on a page 6 of this application. Please contact us at 406-444-3150 or cert@mt.gov if you have questions about this requirement. Thank you for your cooperation.	
	☐ My Fingerprint card has been mailed to Montana Department of Justice **OR** I have completed the "Request to Share fingerprint Results with OPI" form. My fingerprints will be sent to OPI from a MT public school or public school district or university.	
Signatures Complete?	☐ Page 2, Notary Section, verifying the Oath.	
	☐ Page 3, top, Social Security Number Disclosure Acknowledgement	
	☐ Page 3, bottom, indicating the information provided is correct to the best of your knowledge.	
☐ OPI Clearance Received on		(Date)

Step 2: Part C to the Montana Association of School Pscyhologists

Documents to MASP	☐ Part C of this form is complete for submission to MASP	
	☐ I have completed the MASP application materials (available at http://masponline.us/).	
	Transcripts can be sent either directly to MASP from the college or university OR accompany the application. Transcripts do not need to be in a sealed envelope, but they must be official transcripts, not photocopies. Please be sure the name on the transcript matches the applicant's name or there is some other identifying information on the transcript.	
	☐ Transcripts have been ordered from the university(ies) and will be sent directly to the MASP.	
	☐ Transcripts are included with this application.	
	☐ A check for the Review Board fee, payable to MASP, is attached.	
	☐ Required documents mailed to MASP on	(Date)
	Mail Part C and all other required documents to MASP: Joelene Goodover MASP Applicant Liaison 803 Forest Avenue Great Falls, MT 59404	

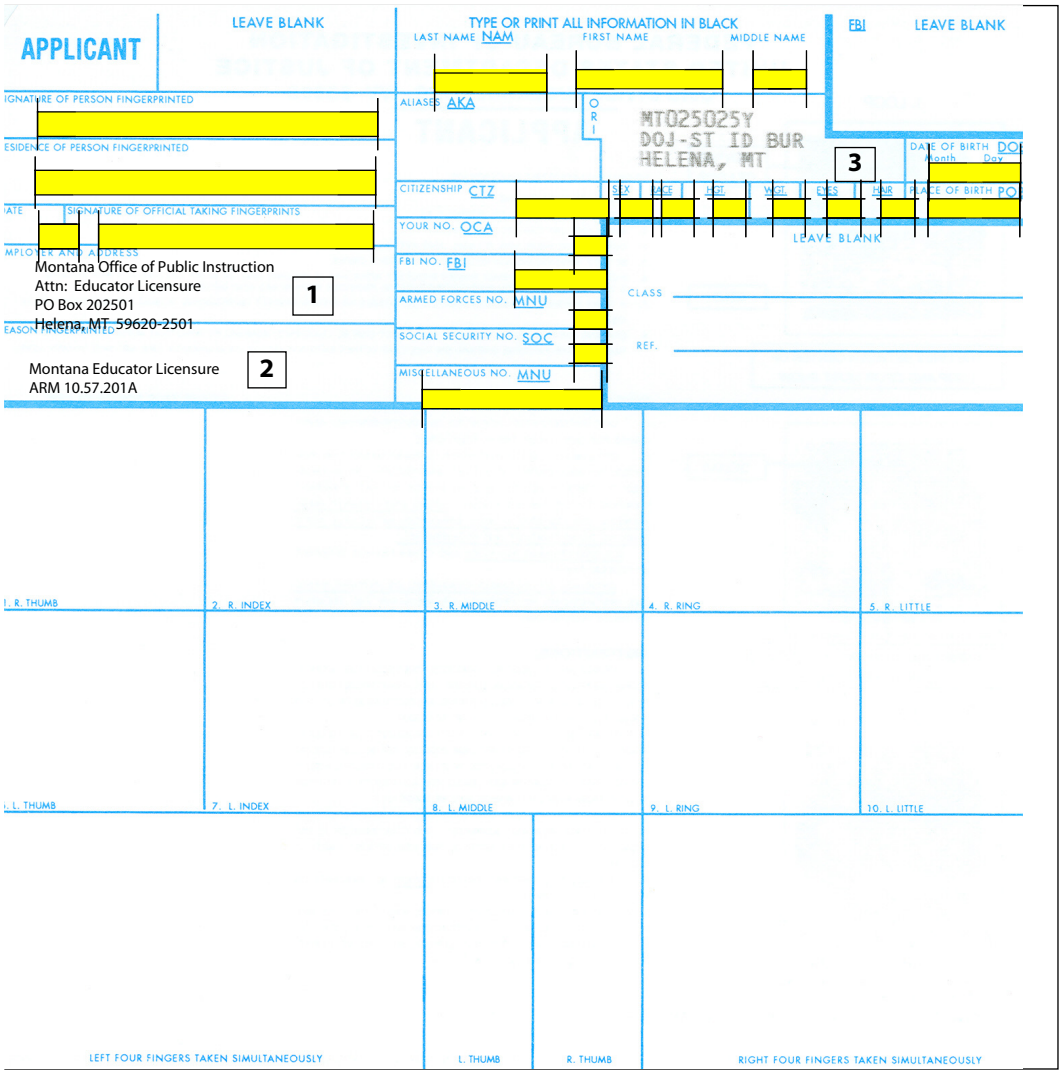
FINGERPRINT BACKGROUND CHECK INSTRUCTIONS
Do not return this page with your application

Step	Action
1	Go to your local law enforcement office or other agency offering fingerprinting services.
2	Request fingerprint card. These are provided to law enforcement offices at no charge to them. They can contact the Montana Department of Justice at 406-444-3625 for assistance in ordering the cards.
3	With a pen, complete the highlighted sections which apply to you.
4	Complete the additional text required (Montana Educator Licensure information, numbers 1, 2 and 3)
5	Complete the fingerprinting by the method available from your law enforcement office (LiveScan or ink). It is imperative that the fingerprints are clear. Smudged or unclear prints will be rejected by the state and FBI. If your prints are rejected, you will be required to submit a new set of fingerprints. There is no fee for re-submission to the Montana Department of Justice.
6	***Mail the completed fingerprint card to:*** ***Montana Department of Justice*** ***PO Box 202403*** ***Helena, MT 59620-2403*** ***Include a check for $29.25, payable to the DOJ.*** ***DO NOT FOLD THE COMPLETED FINGERPRINT CARD.***
7	If you do not receive a response from the OPI, your fingerprints have most likely cleared. Please call 406-444-3150 or email cert@mt.gov for specific information.
8	OPI will notify you by letter of rejected fingerprints. Please follow the instructions in that letter to complete the process again.

To the right is a sample of a standard fingerprint card from a local law enforcment agency or other agency offering fingerprinting services.

Please ensure you enter the required information in areas marked 1, 2, and 3.

Failure to complete all required sections will result in a delay in application processing.



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