

# Teacher Education Program (TEP) Secondary/K-12 Education

## Application Deadlines

Term to begin education courses	TEP Application Deadline
Fall Semester	February 15 and April 5
Spring Semester	September 15 and November 5

## Minimum Admissions Requirements

- Admission to UM
- A minimum cumulative GPA of 2.75 (including any transfer credits)
- A minimum core content GPA of 2.75
- A minimum of at least 30 credits, including WRIT 101 with a grade of C- or higher

## Admissions Policies and Appeals

Detailed information about the Teacher Education Program’s policies is found in the [TEP Handbook](#). The TEP Handbook includes information about professional behaviors, program exceptions, admissions, removal, and appeals, fingerprint-based background check policies, and licensure eligibility requirements.

## Application Components Checklist

### Part 1: Academic and Professional Information

Assemble the following materials and submit *either* a paper packet to the Teacher Education Services suite *or* email a single pdf of these materials to [edadvising@mso.umt.edu](mailto:edadvising@mso.umt.edu).

- General Information Form
  - This form is found on page 3 of this packet and is a fillable pdf.
- Letter of Intent
  - Use a formal letter format addressed to the TEP Admissions Committee (350-500 words).
  - The letter should explain why you want to be a teacher or describe an experience that led you to the teaching field.
- Resume (limited to one page)
  - For resume assistance, see UM’s [Experiential Learning and Career Success \(ELCS\)](#) website or the example on the [TEP Admissions](#) website.
  - Make sure experiences with kids are clearly indicated.

- Unofficial Transcripts
  - Provide unofficial transcripts from UM and any other colleges or universities you attended.
  - Note: You can obtain UM transcripts from the GRIZ Portal Student Services tab under “View Unofficial Transcript.” If you select the “print” button, it will pull up an Adobe document which you can then save as a pdf.
- Core Content GPA Grid
  - Grids are on found here [Secondary Education Licensure](#)
  - Go to your major(s) to download and fill out the grid
  - Complete the applicable document with the term taken (Au23, Sp24, etc.), credits, grade earned, and quality points. Quality points information is found at the bottom of the grid document. The grid is in an Excel sheet which will calculate the Core Content GPA for you.
  - For any courses not yet completed, only fill in the intended term of completion. If you fill in credits for courses not yet completed, the GPA will no longer be accurate.
  - Please consult sarina.hamer@mso.umt.edu if you need assistance.
- Faculty Recommendations
  - Two faculty recommendations. One recommendation must come from a faculty member in your major department.
  - Use the recommendation form at the end of the application. Recommenders should email recommendations to [edadvising@mso.umt.edu](mailto:edadvising@mso.umt.edu), attention: Teacher Education Services.
- Student interviews
  - Secondary education students will be able to register for small group interviews with the admissions committee after applications have been submitted.

## Part 2: Background Check Materials

A fingerprint-based background check is required for TEP admissions. All background check materials are kept strictly confidential per Montana Department of Justice policy and are handled by the Office of Clinical Experiences. The background check process consists of two parts.

- Signed Documents
  - Pages 6-10 of this packet (3 separate forms) must be printed off, initialed, and signed as indicated, then submitted directly to the College of Education. To submit, you may either drop the documents by the Teacher Education Services suite on the 2nd floor of the Education Building in a sealed envelope addressed to the Office of Clinical Experiences *or* mail the documents to UM PJW College of Education, Office of Clinical Experiences, 32 Campus Drive, Missoula, MT 59812.
- Fingerprint-based Background Check Instructions
  - Applicants must complete a fingerprint-based background check. Please follow the instructions on page 10 of this packet describing how to obtain prints and where to mail in the fingerprint card and payment. Please note that the fingerprint card and payment are submitted to the Montana Department of Justice, not the College of Education.

# Teacher Education Program General Information Form



Date of application:	MM/DD/YYYY		
UM Student ID:	790-XX-XXXX		
Name:	Last Name, First Name		
Mailing Address:	Address, City, State, Zip		
Phone Number:	(XXX)XXX-XXXX		
UM Email Address:	firstname.lastname@umontana.edu		
Personal Email (if not currently enrolled at UM):			
Program to which you are applying:	Program to which you are applying:		
Please indicate your major(s):	Major		
If applicable, include or other teaching majors or minors (Sociology, Economics, Special education):			
Total Semester Credits Completed (includes transfer work):			
Total UM Credits Completed:			
WRIT 101 (or equivalent) grade:			
Core Content GPA/# Completed Credits			
Cumulative GPA:			
Cumulative GPA, Last 30 Credits (if petitioning*):			
Other Colleges/Universities Attended:	Other Colleges/Universities Attended:		
Institution	Degree, if any	Major	Degree, if any
Institution	Degree, if any	Major	Degree, if any

\*In the presence of extraordinary reasons, an applicant may petition to use of the GPA for the last 30 credits attempted rather than the cumulative GPA. *Attach a written request detailing reasons for the petition.* Please see the Teacher Education Program handbook or your academic advisor for more information.

**University of Montana Teacher Education Program  
Application  
Professional Recommendation Form**



Please email your recommendation to Phyllis J. Washington College of Education, *edadvising@mso.umt.edu*, attention: *Teacher Education Services*.

Name of applicant: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

**I. Applicant's academic achievements and personal characteristics**

In the rating scales below, rank the following attributes.

	Not Observed	Below Average	Average	Above Average	Excellent
<b>Academic Achievement</b>					
Achievement in coursework.					
Thoughtful participation in class.					
<b>Professional Skills</b>					
Oral communication.					
Written communication.					
Organization (meeting deadlines, assuming leadership, etc.)					
<b>Professional Behaviors</b>					
Demonstrates emotional maturity, compassion, and empathy.					
Responds to feedback in an appropriate manner.					
Displays professionalism appropriate to time, place, and activity.					
Exhibits commitment and sensitivity to diversity.					

**II. Letter of Recommendation**

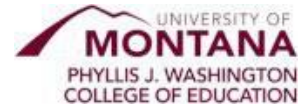
The College of Education appreciates your willingness to evaluate the applicant. In the space provided, please provide additional information to assist in developing a complete picture of the applicant's ability and potential.

\_\_\_\_\_  
Department, Role, and/or Organization

\_\_\_\_\_  
Evaluator's Name

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Department, Role, and/or Organization

\_\_\_\_\_  
Evaluator's Name

\_\_\_\_\_  
Date



**University of Montana Teacher Education Program Application  
Criminal Background Check Authorization**

Because I am seeking admission to the Teacher Education Program through the Phyllis J. Washington College of Education at the University of Montana-Missoula, I hereby purposely and voluntarily agree to give the University of Montana (UM), its employees and any school district where I might be placed for a clinical experience, the right to request a fingerprint-based background check regarding any criminal record in connection with my placement for any clinical experiences.

I hereby authorize UM, its employees, or any school district where I could be placed for a clinical experience to request and receive any public criminal record information that may be in the files of any state or local criminal justice agency. In addition, I hereby authorize the University of Montana and its employees the right to share the information received with any school district where I may be placed.

I understand that the costs of the fingerprint-based background check(s) are mine alone and that failure to complete a satisfactory criminal background check may disqualify me from receiving a clinical placement required for me to complete the Teacher Education Program at the University of Montana.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# University of Montana Teacher Education Program

## Initial Background Screening Form

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Student ID Number: \_\_\_\_\_

Montana law gives the Board of Public Education the authority to issue a letter of reprimand, suspend, revoke, or deny teaching licensure. See Montana Code Annotated (MCA) Section [20-4-110](#). The Montana Office of Public Instruction will review all applications for licensure, including an examination of the candidate's criminal history. Acceptance into and completion of the Teacher Education Program does not guarantee eligibility for teacher licensure by the State of Montana.

Policy states that all teacher education candidates must complete a fingerprint-based national background check prior to placement in any clinical experience. Pursuant to University of Montana policy, a criminal record does not necessarily prevent a candidate from beginning or succeeding in the program. However, it may complicate clinical placement opportunities that could interfere with a candidate's ability to meet requirements for program completion.

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*Review the following statements. **Initial each statement** to indicate your understanding.*

\_\_\_\_\_ I acknowledge that I have read the Background Check Admission and Clinical Experience Procedures as found in the Teacher Education Program Handbook.

\_\_\_\_\_ I acknowledge that I have read and understand the Professional Behavior Expectations for candidates in the Teacher Education Program Handbook.

\_\_\_\_\_ I understand that the Director of Clinical Experiences reviews background check results and may contact me to discuss circumstances and potential implications of criminal convictions that appear on my record pursuant to MCA Section 20-4-110 and University of Montana policy.

\_\_\_\_\_ I understand that background check results may be shared with P-12 administrators for clinical placement purposes. School administrators have final authority and a criminal conviction record may delay or prevent clinical placements that are required for completion of the Teacher Education Program.

\_\_\_\_\_ I acknowledge that I have read and understand the text of MCA Section [20-4-110](#).

\_\_\_\_\_ I understand that while enrolled in the Teacher Education Program, I am required to immediately disclose any occurrence of the following to the Director of Clinical Experiences:

- charges or convictions other than a minor traffic violation;
- arrest, indictment or conviction of felony charges.

Failure to notify the Director immediately may result in delay of program completion or removal from the program.

\_\_\_\_\_ I understand that any charges other than a minor traffic violation may result in removal from a clinical experience or student teaching assignment until the matter is resolved. If convicted of a felony, my enrollment status will be reviewed pursuant to Montana Board of Regents of Higher Education Policy and University of Montana policy.

*I understand the information and requirements presented.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION AND NOTICE PURSUANT TO THE NATIONAL CHILD PROTECTION ACT OF 1993  
AS AMENDED BY THE VOLUNTEERS FOR CHILDREN ACT**

(This document consists of two pages)

To Teacher Education Program Applicant:

**Federal law requires the use of this document. Please complete the following and place in a sealed envelope with your name and student ID#. This confidential form will be kept separate from your TEP application.**

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to the University of Montana's Teacher Education Program for the position of a pre-service teacher for clinical experiences or a teacher candidate for student teaching.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act(VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

Pursuant to the VCA, the entity (a) to which you have applied for employment or to serve as a volunteer, (b) by which you are employed or serve as a volunteer, or (c) which requests a background check. Your rights and responsibilities under the VCA are as follows:

1. Provide a set of fingerprints. These fingerprints will be used to conduct a search of FBI criminal history records. The entity conducting this background check may use the resulting record only for the authorized purpose(s) and will not retain or disseminate it in violation of federal statute, regulation, or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council. 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).
2. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
3. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
4. You are entitled to (a) obtain a copy of the background check report and (b) challenge the accuracy and completeness of any information contained in any such report and obtain a prompt determination as to the validity of such challenge before a final determination is made by the state government agency performing the background check. If agency policy permits, its officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If the entity policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks> or by contacting Montana Criminal Records and Identification Services at PO Box 201403, Helena MT 59620. 28 CFR, 16.30 through 16.34.
5. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form.

Form number: DOJ-NCPA/VCA20120611



# FINGERPRINT and CRIMINAL BACKGROUND CHECK INSTRUCTIONS

1. Complete a **Fingerprint Card**. A card can be obtained and completed at *any* local police or sheriff's office. Fingerprints must be clear. Smudged or unclear prints will be rejected.

Complete the following sections on the card as instructed below.

**Employer and Address:** Licensure  
University of Montana  
School of Education  
32 Campus Drive  
Missoula MT 59812-6336

**Reason Fingerprinted:** NCPA-VCA  
Teacher Preparation

**ORI:** MT025025Y  
DOJ-DCI-ISB  
Helena, MT

**OCA:** MTSC00206

For those in Missoula, open hours are below:

**Missoula County Sheriff's Department**

(406)258-4810  
Missoula County Courthouse  
200 W. Broadway  
2<sup>nd</sup> floor annex (south) side  
By appointment Tues-Thurs 1-4pm

**Cost: \$15 for Live Scan**

(\$5 for each additional card)  
cash, check, credit or debit card  
(extra fee if paying by card)

**Missoula Police Department**

(406)552-6303  
435 Ryman St.  
Missoula, MT 59802  
By appointment Tues/Wed 11am-4:30pm

**Cost: \$15 for Live Scan**

Cash, Check, credit or debit card

**UM Police Department** – They will do this free of charge if officers are available and not out on a call. Please note that this is ink-based card and not a live scan. This will work for TEP purposes but does have a higher probability for readability rejection.

2. Send a **check or money order for \$30.00** payable to the Montana Department of Justice and your completed fingerprint card to the address below. Do not fold the fingerprint card.

The Montana Department of Justice  
P.O. Box 201403  
Helena, MT 59620-1403

The Montana Department of Justice will forward their report to the College of Education. Allow at least 14 days for processing.

3. Keep your receipt from the fingerprint card for at least 60 days in the event your fingerprints are rejected. The Office of Clinical Experiences will notify you if your prints have been rejected.