



Montana Teacher Licensure System
Education Interim Budget Committee Review September 2024

Introduction

The Teach Montana (TMT) System has been in operation for two years. It launched on June 1, 2022, the new educator licensing system opened. Link to [TMT](#)

Licensure Staffing:

	Specialist FTE	Director FTE
July 1, 2022 to June 30, 2023	3.0	0.5
July 2, 2023 to November 10, 2023	3.0	0.5
November 13, 2023 to Present	2.0 (1.0 FTE, 0.5 FTE, 0.5 FTE)	0.5

Ongoing Annual Costs

TeachMT Maintenance	\$ 92,500.00
Support Costs e.g. training, equipment, SITSD support	\$ 70,098.00
.50 Lic. Director	\$ 60,741.02
.50 FTE Lic. Examiner w/benefits	\$ 42,500.00
1.00 FTE Lic. Examiner w/benefits	\$ 81,693.00
.50 FTE Lic. Examiner w/benefits	\$ 39,047.00
Total costs for FY 2025	\$ 386,579.02
Revenues over Expenses FY 25	\$ 112,272.98

Licenses Issued:

FY Years	# of Applications Processed
July 1, 2022 to June 30, 2023	7,587
July 1, 2023 to June 30, 2024	5,141
July 1, 2024 to September 1, 2024	770

Actual Licensure Revenue:

FY Years	Revenue
July 1, 2023 to December 31, 2023	\$42,711.95
January 1, 2024 to June 30, 2024*	\$379,845.02
July 1, 2024 to September 1, 2024	\$83,142.00


Projected Licensure Revenues

FY	Projected Revenue
FY 25 Projected Revenues	\$ 498,852.00
FY 26 Projected Revenues	\$ 498,852.00
FY 27 Projected Revenues	\$ 498,852.00

*New Licensure Fee Schedule

Effective January 1, 2024 new licensure fees took effect.

The new licensure fees were set by the Montana Board of Public Education, per [House Bill 403](#).

Montana Educator Licensure		
Effective January 1, 2024		
		
Fees		
Class of License	Fee	Length of License
Class 1, 3, 6	First-Time MT License - \$95.00* Subsequent License(s)- \$85.00	5 years
Class 2, 4, 5, 7, 8	First-Time MT License- \$80.00* Subsequent License(s)- \$70.00	Class 2,4,7,8- 5 years Class 5A- 1 year Class 5B/C- 3 years
<i>*The non-refundable \$10.00 processing fee for all initial applications is included above.</i> Montana Code Annotated 2021, 20-4-109		
Non- License	Fee	Expiration
Emergency Authorization of Employment (EAE)	First-Time Applicant- \$12.00* Subsequent Applicant- \$6.00	1 year
Internship	\$17.00	1 year
<i>*The non-refundable \$6.00 processing fee for all initial applications is included above.</i> Montana Code Annotated 2021, 20-4-111		
Additional Fees	Fee	Description
Technology Fee	\$25.00 (per application)	Add-on to all applications submitted <i>except EAEs</i> .
Reinstatement of License	Varies depending on the license	See the first table for subsequent license fees.
Upgrade a License	\$70.00 \$85.00 \$85.00	Upgrade a Class 5 to a Class 2 license. Upgrade a Class 2 <i>or</i> 5 to a Class 1 license. Upgrade a Class 5 to a Class 3 license.
Adding an Endorsement to License	Varies depending on the license	See the first table for subsequent license fees.
How To Pay		
Payments are part of the application process in the TeachMT licensure system. Electronic payment is the only acceptable payment method. Applicants are responsible for payment except for Emergency Authorization of Employment. The school district that is applying is responsible for payment.		
Refund Policy		
Fees are NOT refundable. Please ensure you select and submit the correct application as the OPI fee will not apply toward a future or corrected application and will need to be paid with each application submitted. Once an individual submits an application and related processing fee, OPI will under no circumstances refund the fee.		

Information:

Crystal Andrews, Director of Accreditation Montana
Office of Public Instruction
Phone: 406-444-6325
Email: crystal.andrews@mt.gov