

1 **Browning Public Schools**

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3 Policy # **5009**

4 Policy Name: *Flexible Instructor Licensing*

5 Regulation:

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7 It is the policy of the District to increase the flexibility and efficiency of the District’s resources  
8 by utilizing the provision of law allowing flexibility in licensure of instructors and as a means of  
9 addressing recruitment and retention of staff. Flexibilities in the following areas are available for  
10 the District’s enhancement of its programs and services to enhance student achievement.

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12 • Internships  
13 ○ Available to anyone with a current license and endorsement in one subject who wants  
14 to move to a new licensed role/endorsed area.  
15 ○ Requirements must be satisfied within 3 years  
16 ○ Must include a plan between the intern, the school district and an accredited  
17 preparation program  
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19 • Provisionally Certified  
20 ○ May be issued to an otherwise qualified applicant who can provide satisfactory  
21 evidence of:  
22 ○ The intent to qualify in the future for a class 1 or class 2 certificate and  
23 ○ Who has completed a 4-year college program or its equivalent, and  
24 ○ Holds a bachelor’s degree from a unit of the Montana university system or its  
25 equivalent.  
26 ○ ~~Must have taken and passed the praxis~~  
27  
28 • Substitutes  
29 ○ Must have a **HiSET/GED**) or high school diploma  
30 ○ Will have completed 3 hours of training by the district  
31 ○ Will have submitted a fingerprint background check (All requirements can be waived  
32 by the district if the substitute has prior substitute teaching experience in another  
33 public school from November 2002 to earlier)  
34 ○ May not substitute more than 35 consecutive days for the same teacher, however the  
35 same substitute can be used for successive absences of different staff as long as each  
36 regular teacher for whom the substitute is covering is back by 35 consecutive  
37 teaching days  
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39 • Retired Educators  
40 ○ School district must certify to OPI and TRS that the district has been unable to fill the  
41 position due to no qualified applications or no acceptance of offer by a non-retired  
42 teacher  
43 ○ No limit on the district  
44 ○ Retired teacher must have 30 years of experience in TRS  
45 ○ There is a 3 year lifetime limit on the retired individual going to work under this  
46 provision  
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- Class 4 for CTE
  - Valid for a period of 5 years
  - Renewable pursuant to the requirements of 10.57.215, ARM and the requirements specific to each type of Class 4 license.
  - 4A – for licensed teachers without a CTE endorsement
  - 4B – for individuals with at least a bachelor’s degree
  - 4C – for individuals with a minimum of a high school diploma or GED
  
- Class 5 alternatives
  - Good for a maximum of 3 years
  - Requirements dependent upon the alternative the district is seeking
  
- Emergency authorization of employment
  - Individual must have previously held a valid teacher or specialist certificate or have met requirements of rule 10.57.107, ARM
  - Emergency authorization is valid for one year, but can be renewed from year to year provided conditions of scarcity continue to persist

**Legal References:** 10.55.716, ARM Substitute Teachers  
10.55.607, ARM Internships  
10.57.107, ARM Emergency Authorization of Employment  
10.57.215, ARM Renewal Requirements  
10.57.420, ARM Class 4 Career and Technical Education License  
10.57.424, ARM Class 5 Provisional License  
19-20-732, MCA Reemployment of certain retired teachers,  
specialists and administrators – procedure –definitions

**Policy History:**  
Adopted on: 1/10/17  
Reviewed on: 1/29/20  
Amended on: 7/11/17, 2/11/20