

1 **Browning Public Schools**

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3 Policy #

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
- 27 • Substitutes
- 28 ○ Must have a GED or high school diploma
  - 29 ○ Will have completed 3 hours of training by the district
  - 30 ○ Will have submitted a fingerprint background check (All requirements can be waived
  - 31 by the district if the substitute has prior substitute teaching experience in another
  - 32 public school from November 2002 to earlier)
  - 33 ○ May not substitute more than 35 consecutive days for the same teacher, however the
  - 34 same substitute can be used for successive absences of different staff as long as each
  - 35 regular teacher for whom the substitute is covering is back by 35 consecutive
  - 36 teaching days
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- 38 • Retired Educators
- 39 ○ School district must certify to OPI and TRS that the district has been unable to fill the
  - 40 position due to no qualified applications or no acceptance of offer by a non-retired
  - 41 teacher
  - 42 ○ No limit on the district
  - 43 ○ Retired teacher must have 30 years of experience in TRS
  - 44 ○ There is a 3 year lifetime limit on the retired individual going to work under this
  - 45 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  
Amended on: