



Emergency Authorization of Employment

For District Administrators: Emergency Authorization of Employment (EAEs) are completed through the TeachMT licensure system. The district is responsible for initiating the application as the EAE belongs to the district.

Important Resources:

[Teach MT](#) website,
[User Guide](#) for TeachMT,
[ARM 10.57.107 Emergency Authorization of Employment](#)
[MCA 20-4-111 Emergency Authorization of Employment](#)

UPDATED GUIDANCE (Effective July 1, 2026)

- An Emergency Authorization of Employment is not an educator license.
- Individuals who currently hold an educator license are not eligible to apply for an Emergency Authorization.
- Districts must report the total number of applicants for the position and identify how many of those applicants met the minimum qualifications.
- Approval from the County Superintendent is no longer required for Emergency Authorization applications. However, the district must notify the County Superintendent of an Emergency Authorization of Employment so that the County Superintendent can register it under §20-3-205(1)(c) and §20-4-202, MCAs.
- Applicant work experience qualifications must be relevant to the endorsement area.

REMINDERS

1. **The position must have been advertised at least statewide far enough in advance to reasonably enable qualified applicants to submit applications and be interviewed.**
 - a. The obligation of a statewide advertisement may be satisfied through any reasonable means, including use of the Montana Jobs for Teachers Service through OPI.
 - b. The district will need to provide a copy of the posting that shows a current month/year for the position. **Without a current job posting, the EAE application will not move forward.**
 - c. Due to this requirement it is OPI practice to not open the application until the last week of July.
2. The individual for whom the emergency authorization is being sought shall:
 - a. have previously held a teacher or specialist license; or
 - b. provide acceptable evidence of academic qualifications or significant experience related to the area for which the emergency authorization of employment is being sought; or
 - c. provide evidence of experience as a paraprofessional; or
 - d. provide evidence to be assigned as a student teacher engaged in "supervised teaching experience"
3. **Criminal history background checks need to be completed by the applicant for the purpose of the Office of Public Instruction.** District background checks cannot be used per the Department of Justice.



4. **The applicant will complete the payment and submit the application.** It is up to the district on reimbursement of the \$6.00 application fee.