



ADMINISTRATIVE RULES OF MONTANA



10.57.421 CLASS 4 ENDORSEMENTS

- (1) Recognized occupations eligible for a Class 4 license shall be evaluated on an annual basis by the Superintendent of Public Instruction. Appropriate career and technical education areas acceptable for endorsement on the Class 4 license include but are not limited to the following: agriculture business, agriculture mechanics, auto body, automotive technology, aviation, building maintenance, building trades, business marketing, computer coding, computer information systems, culinary arts, diesel mechanics, drafting, electronics, emergency medical technician (EMT), engineering, fire and disaster services, graphic arts, health science education, heavy equipment operations, horticulture, industrial mechanics, livestock production, machining, metals, plant and soil sciences, Reserve Officer Training Corps (ROTC) instruction, small engines, stagecraft, teacher education, traffic education, videography, and welding.
- (2) Endorsements removed from the list of recognized occupations may be retained as long as the licensee continues to renew the license.
- (3) To obtain an endorsement on a Class 4 license, an applicant must provide verification of a minimum of 5,000 hours of documented, relevant work experience which may include apprenticeship training, documenting the knowledge and skills required in the specific trade in which they are to teach. Acceptable documentation of relevant work experience is determined by the Superintendent of Public Instruction and may include, but is not limited to:
 - (a) work experience completed and verified by previous employers, to include a detailed description of the duties performed during employment;
 - (b) for self-employed individuals, examples of projects completed, letters of verification from clients or customers, profit and loss statements demonstrating the viability of the business or self-employment;
 - (c) verification of teaching experience in the area requested for endorsement, accompanied by verification of substantial work experience in the area requested for endorsement; or
 - (d) certificates of completion of appropriate technical programs or related college degrees and coursework, and industry certification (e.g., ASE, AWS).
- (4) For health science education, engineering, computer information systems, computer coding, teacher education, EMT, or fire and disaster services, an alternative to the above requirement of 5,000 hours of work experience may be substituted as recognized by the Office of Public Instruction and the Board of Public Education as follows:
 - (a) For health science education:
 - (i) hold a Class 1 or 2 license with an endorsement in health or any of the science areas;

- (ii) provide verification of successful completion of a blended learning professional development course of at least 60 hours by a provider recognized by the Office of Public Instruction and the Board of Public Education; and
 - (iii) successful completion of coursework in human biology or anatomy and physiology; or
 - (iv) hold a current professional license in a related health occupation field.
- (b) For engineering:
 - (i) hold a Class 1 or 2 license with an endorsement in math or science; and
 - (ii) provide verification of successful completion of a blended learning professional development course of at least 60 hours by a provider recognized by the Office of Public Instruction and the Board of Public Education.
- (c) For computer information systems an individual may provide verification of completion of an approved technical program in a recognized training institution and hold a professional license or industry standard certificate recognized by the Office of Public Instruction and the Board of Public Education.
- (d) For computer coding:
 - (i) hold a Class 1 or 2 license; and
 - (ii) provide verification of successful completion of a blended learning professional development course of at least 60 hours by a provider recognized by the Office of Public Instruction and the Board of Public Education.
- (e) For teacher education:
 - (i) hold a Class 1 or 2 license; and
 - (ii) provide verification of successful completion of five years of professional experience as a licensed educator.
- (f) For EMT:
 - (i) hold a Class 1 or 2 license;
 - (ii) hold a current CPR/First Aid certificate and a current license as a lead instructor obtained through the Montana Board of Medical Examiners;
 - (iii) provide verification of a minimum of 2,000 hours of EMT experience; and
 - (iv) provide verification of successful completion of a blended learning professional development course offered by the Office of Public Instruction.
 - (v) In addition to renewal requirements outlined in ARM 10.57.420, renewal of this endorsement will also require a current CPR/First Aid certificate and a current license as a lead instructor obtained through the Montana Board of Medical Examiners.
- (g) For fire and disaster services:
 - (i) hold a Class 1 or 2 license;
 - (ii) provide verification of a minimum of 2,000 hours of employment in fire services or law enforcement; and

- (iii) provide verification of successful completion of a blended learning professional development course offered by the Office of Public Instruction.
- (h) For traffic education:
 - (i) meet the requirements of ARM 10.13.310; or
 - (ii) A Class 4A, 4B, or 4C career and technical education license may be approved to teach traffic education if the license meets the requirements of ARM 10.13.310.
- (5) To qualify for a ROTC instructor endorsement the applicant must provide evidence of certification by the appropriate branch of the U.S. military and successful completion of a criminal background check pursuant to ARM 10.57.201A. This endorsement does not require verification of 5,000 hours of work experience and may not be issued as a Class 4C license. A Class 4A or 4B license with a ROTC endorsement may be renewed every five years with resubmission of certification by the appropriate branch of the U.S. military.

Authorizing statute(s): Mont. Const. Art. X, sec. 9, 20-4-102, MCA

Implementing statute(s): Mont. Const. Art. X, sec. 9, 20-4-106, 20-4-108, MCA

History: NEW, 2002 MAR p. 3309, Eff. 11/28/02; AMD, 2003 MAR p. 2081, Eff. 9/26/03; AMD, 2009 MAR p. 345, Eff. 3/27/09; AMD, 2014 MAR p. 2930, Eff. 7/1/15; AMD, 2016 MAR p. 2330, Eff. 1/1/17; AMD, 2018 MAR p. 1582, Eff. 8/11/18; AMD, 2018 MAR p. 2405, Eff. 12/8/18; AMD, 2022 MAR p. 799, Eff. 5/28/22; AMD, 2024 MAR p. 1189, Eff. 7/1/24.