

## **CLASS 3 ADMINISTRATIVE LICENSE**

A Class 3 Administrative License is valid for a period of five years.

### ***INITIAL REQUIREMENTS:***

To obtain a Class 3 Administrative License, an applicant must provide verification of:

- \* A master's degree in an accredited school administration program or the equivalent; *and*
- \* Must qualify for one of the administrative endorsements for Montana.
  - Elementary/Secondary/K-12 Principal
  - Superintendent
  - Supervisor

*Note: see endorsement-specific requirements.*

### ***RENEWAL REQUIREMENTS:***

A Class 3 Administrative License is renewable with 60 renewal units

### ***REINSTATING A LAPSED LICENSE:***

A lapsed Class 3 Administrative License may be reinstated by showing verification of:

- \* 60 renewal units earned during the five year period preceding the validation date of the new license; *or*
- \* 120 renewal units earned during the nine-year period preceding the validation date of the new license.

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### ***ELEMENTARY PRINCIPAL ENDORSEMENT***

To obtain an elementary principal endorsement an applicant must provide verification of:

- \* A master's degree in educational leadership from an accredited professional educator preparation program; *or*
- \* A master's degree from any accredited professional educator program and a minimum of 24 semester credits in the following content areas:
  - a) School leadership
  - b) Instructional leadership to include supervision and elementary curriculum
  - c) Management to include finance and law; *and*
  - d) School and community relations, *and*
- \* A minimum of three years of successful teaching experience as an appropriately licensed and assigned teacher at the elementary level;

### ***SECONDARY PRINCIPAL ENDORSEMENT***

To obtain a secondary principal endorsement an applicant must provide verification of:

- \* A master's degree in educational leadership from an accredited professional educator preparation program; *or*
- \* A master's degree from any accredited professional educator program and a minimum of 24 semester credits in the following content areas:
  - a) School leadership
  - b) Instructional leadership to include supervision and secondary curriculum
  - c) Management to include finance and law; *and*
  - d) School and community relations, *and*
- \* A minimum of three years of successful teaching experience as an appropriately licensed and assigned teacher at the secondary level;

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### ***K-12 PRINCIPAL ENDORSEMENT***

To obtain a K-12 Principal endorsement an applicant must provide verification of:

- \* A master's degree in educational leadership from an accredited professional educator preparation program
- \* Full eligibility for an elementary or secondary principal endorsement or current endorsement as a secondary principal
- \* A minimum of three years of successful teaching experience as an appropriately licensed and assigned teacher at any level within K-12; **and**
- \* At least six graduate semester credits in educational leadership and curriculum at the elementary level, if eligible at the secondary level, or at least six graduate credits in educational leadership and curriculum at the secondary level, if eligible at the elementary level

### ***SUPERINTENDENT ENDORSEMENT***

To obtain a superintendent endorsement an applicant must provide verification of:

- \* An education specialist degree or doctoral degree in education leadership from an accredited professional educator preparation program, **and**
- \* One year of administrative experience as an appropriate licensed principal or one year of supervised board of public education approved administrative internship as a superintendent; **or**
- \* A master's degree in education leadership or equivalent from an accredited professional educator preparation program as determined by the university system to include:
  - 1) Licensure/endorsement as a principal
  - 2) One year of administrative experience as an appropriately licensed principal or one year of supervised board of public education approved administrative internship as superintendent; **and**
  - 3) A minimum of 18 semester graduate credits, of which 12 must be beyond the master's degree in the following content areas:
    - a) organizational leadership
    - b) instructional leadership
    - c) management to include finance, facilities, law and policy
    - d) personnel and labor relations; **and**
    - e) community and board relations



**Linda McCulloch, Superintendent**

Montana Office of Public Instruction  
PO Box 202501  
Helena, Montana 59620-2501  
[www.opi.mt.gov](http://www.opi.mt.gov)

**Contact Educator Licensure at**  
**406-444-3150 or**  
**cert@mt.gov**

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### ***SUPERVISOR ENDORSEMENT***

*(See next page for Special Education Supervisor)*

This administrative endorsement is issued in specific fields such as math, music, and school counseling, or in general areas such as elementary education, secondary education, and curriculum development. This endorsement may be issued to applicants who submit verification of:

- \* Successful completion, at an accredited college or university, of a master's degree in the area requested for endorsement
- \* Eligibility for a Class 1 or Class 2 Teaching License endorsed in the field of specialization
- \* Three years of successful teaching experience as an appropriately licensed and assigned teacher
- \* At least 14 semester graduate credits in education or the equivalent, to include:
  - a) General school administration
  - b) Administration in the specific area to be endorsed
  - c) Supervision of instruction
  - d) Basic school finance; *and*
- \* A supervised practicum/internship (minimum of 4 semester credits or appropriate waiver). The recommendation of the appropriate official(s) is required.

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### ***SPECIAL EDUCATION SUPERVISOR ENDORSEMENT***

This administrative endorsement is issued in the specific field of special education. This endorsement may be issued to applicants who submit verification of:

- \* Successful completion, at an accredited college or university, of a master's degree in special education or a master's degree in a special education related service field, i.e., school psychologist, speech-language pathologist, audiologist, physical therapist, occupational therapist, registered nurse, clinical social worker, or clinical professional counselor;
- \* Full licensure in the field of specialization
- \* Three years of successful experience in an accredited school setting as an appropriately licensed and assigned teacher, or five years of successful experience in an accredited school setting as a fully licensed and assigned related services provider
- \* At least 14 graduate semester credits in education or the equivalent to include:
  - a) General school administration
  - b) Administration in the specific area to be endorsed
  - c) Supervision of instruction
  - d) Basic school finance; *and*
  - e) School law
- \* A supervised practicum/internship (minimum of four semester credits or appropriate waiver). The recommendation of the appropriate official(s) is required.



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