

THE UNIVERSITY *of* MONTANA WESTERN

Adding a Library Media Endorsement to your Montana Teaching License

Information about officially adding your completed Library Media Endorsement to your teaching license through your home university and OPI is listed below.

Once you have finished the courses necessary for a Library Media Endorsement:

1. Order official transcripts from both the University of Montana (UM) and the University of Montana Western (UMW). If any coursework was transferred into the program from another university besides UM and UMW, official transcripts will be needed. Follow these online instructions to order an official transcript from the [University of Montana](#) or the [University of Montana Western](#). Send all transcripts to the lead school Licensure Specialist.

University of Montana Students:

Kristi Murphy
College of Education
The University of Montana
32 Campus Drive
Missoula, MT 59812
Fax: (406)243-4908
kristi.murphy@umontana.edu

University of Montana Western Students:

Connie Beck
University of Montana-Western
710 S Atlantic St
Dillon, MT 59725
Office: (406) 683-7636
Fax: (406)-683-7662
connie.beck@umwestern.edu

2. [Follow this link](#) to complete the form titled, "University Recommendation for Teaching Endorsements." Fax or mail this form to Kristi or Connie.

3. Once Kristi or Connie receives your transcripts and the recommendation form, they will complete the form and submit to OPI. OPI will add the LM endorsement to the applicant's teaching license within 1-2 weeks.