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.