**Step 1: Apply for Admission** If you’ve never been admitted to MSU-Northern and plan to enroll in traffic education courses, you must complete an Application for Admission. You can be admitted by using one of the following options:

- Complete the Application for Admission online ($30 fee) and submit all required documentation.
- Download the Application for Admission ($30 fee) and submit all required documentation. Mail to the Admissions Office or fax to (406) 265-3792.
- Former students who did not attend the preceding semester must submit an Application for Re-admission or complete online at MyInfo.

Contact the Admissions Office at (406) 265-3704 or go to the Admissions website for further information.

**Step 2: Register for Summer Courses** Summer registration opens on March 23rd. Review the Traffic Education Course Schedule to see what courses are being offered. Upon receiving an admission letter/email, complete the Class Registration Form. To become approved to teach Traffic Education, you must enroll in TED 465/565 Motor Vehicle Law (online), TED 461/561 Methods of Traffic Safety Education (online), and TED 462/562 Methods of Behind-the-Wheel Instruction (face-to-face in Havre) for a total of 8 credits. Fax form to (406) 265-3570, call (406) 265-4148 or go to the Traffic Education website for further information.

**Step 3: Apply for Financial Aid** Traffic education students enrolling in six or more credits may be eligible for financial aid. Contact the Financial Aid Office at (406) 265-3787 or go to the Financial Aid website for further information.

**Step 4: Apply for Residence Hall Housing** Residence Hall rooms are available during Summer Session. Single room rate is $26 per night. Complete the Residence Hall Application. Contact Housing at (406) 265-3561 or go to the Residence Life website for further information.

**Step 5: Pay Fees** View the Fees & Important Dates for Summer Session to make payment arrangements. MSUN uses paperless billing so students will NOT receive a bill in the mail. Complete the Student Confirmation and Payment Agreement to confirm your attendance and follow the instructions on the form or go to the Business Services website and follow the directions provided for you. Call (406) 265-3733 for further information. Fees will be assessed after you are registered for your courses. It is best to contact Business Services after this has occurred to receive your exact amount owing. Just for reference, enrollment in the 8-credit initial coursework will cost $2,196.71 tuition and fees (excluding housing and textbooks).

**Step 6: Purchase Textbooks** Textbooks and merchandise can be ordered online or purchased at the MSUN Bookstore. Hours are Monday through Friday 8:00 am–4:30 pm. Contact the Bookstore at (406) 265-3728 or go to the Bookstore website for further information.

**Step 7: Log Into Brightspace for Online Courses** Online courses are delivered using Brightspace and an account will be created for you after your registration is processed. Although you won’t be able to log into your course until seven days prior to the start date of your course, it is critical that you access your Brightspace account for course-related information before the first day of class. Contact the Office of Teaching and Learning Excellence with questions regarding logging-in or Brightspace support by calling Caleb Hutchins at (406) 265-3701 or Jason Geer at (406) 265-3767 or go to the Brightspace website for further information.

**Step 8: View your Grades at MyInfo** Grades will not be posted until the end of the Summer Semester. You will be able to access your grades on August 19, 2020. Go to MyInfo and follow the directions provided here for you. Log-in directions are also located here. Contact the Registrar’s Office with questions regarding accessing your grades or obtaining transcripts at (406) 265-3703 or go to the Registrar’s website for further information.
**Step 9: Complete the TE05 Application** After completion of the 8-credit initial coursework, you will need to apply to the Office of Public Instruction by completing the TE05 Application for Approval as a Teacher of Traffic Education. You then need to continue working at the rate of 4 semester credits per 5-year renewal cycle of your educator license. (A TE05 Application must be submitted to OPI the year the approval expires usually the same year the educator license needs to be renewed).

Your educator license must be renewed **before June 30**; your approval to teach traffic education must be renewed **before September 30**. Contact OPI Driver Education at (406) 444-4432 or go to the Driver Education website for further information.

**If you have completed your TE Endorsement**, Congratulations! Please contact MSU-Northern and your university recommendation form for your Traffic Education (K-12) Endorsement will be forwarded to OPI certification. You will need to complete a Transcript Request form which is available on the MSU-Northern Registrar’s webpage (https://www.msun.edu/registrar/transcripts.aspx) to request that your official transcript be sent to Montana Office of Public Instruction, ATTN: Educator Licensure, PO Box 202501, Helena, MT 59620-2501. Once all documentation is received by Educator Licensure, OPI will process your endorsement and send you an updated license.

After receiving your endorsement, traffic education teachers still have to reapply by completing the TE05 Application every 5 years and have an acceptable driving record to be approved to teach traffic education.

[msun.edu/academics/coeasn/traffic.aspx](msun.edu/academics/coeasn/traffic.aspx)