MSU-Northern Traffic Education Checklist

☐ 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 and submit all required documentation.
- Download the Application for Admission 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 complete the Application for Re-admission
online or download the Application for Re-admission.

*Before applying to MSU-Northern, please make sure you read and understand the requirements for the Traffic
Education Minor/Endorsement located under ‘What You Need to Know About Traffic Education’ on the webpage.

☐ Step 2: Register for Summer Courses
Summer registration opens on March 28th. Review the Traffic Education Course Schedule to see what courses are
being offered. Upon receiving an admission letter/email, complete the Class Registration. 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 $30 per night. Complete the
Residence Hall Application. Contact Housing at (406) 265-3539 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. Complete the Student
Confirmation and Payment Agreement online using DocuSign to confirm your attendance and method of payment.
Fees will be assessed mid-April for summer courses. MSUN uses paperless billing so students will NOT receive a bill
in the mail. Contact Business Services at (406) 265-3733 or go to the Business Services website and follow the
directions provided for you to make payment and receive your exact amount owing. Just for reference, enrollment
in the 8-credit initial coursework will cost an estimated $2,171.12 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 Jason Geer at (406) 265-3767 or Brittany Garden at (406) 265-3701 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 17, 2022. 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.