

# 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*.

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 29<sup>th</sup>. 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 Housing is undetermined at this time. Please continue to check back as information becomes available regarding Residence Hall rooms during Summer Session.

## ☐ Step 5: Pay Fees

View the *Fees & Important Dates* for Summer Session to make payment arrangements. Complete the *Student Confirmation and Payment Agreement* 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 \$2,166.71 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 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 18, 2021. 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.