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A DIGEST OF INFORMATION PERTAINING TO
THE REQUIREMENTS FOR LICENSES IN
CERTAIN OCCUPATIONS IN MONTANA

by

HAROLD EVERSON COLVIN

B.A., Colorado State College of Education, 1943

Presented in partial fulfillment
of the requirements for the degree of
Master of Education

MONTANA STATE UNIVERSITY

1951

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James E. Short.
Chairman of the Board of Examiners

W. T. Clark
Dean of the Graduate School

Date Sept 17, 1951

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CHAPTER I

INTRODUCTION

There is a continuing problem in Montana Schools of furnishing students with accurate and factual information pertaining to the requirements of certain professions and occupations which demand additional education along specific lines, and in educational institutions accredited by special organizations to meet the prerequisite conditions of licensor.

Statement of the problem. The purpose of this study was: (1) to compile in a single manuscript, the minimum requirements for licenses in certain occupations as stated in the Revised Montana Code of Laws of 1947, and as revised in 1949, and 1951; (2) to furnish the addresses of boards or persons authorized to supply additional information; (3) to name Montana Schools, where possible, that provide the training necessary to meet the license requirements; and (4) to provide the names of nearby schools offering training to meet the license requirements when no such schools are to be found in Montana.

Importance of the study. Frequently, students in schools make hasty and ill-advised choices of vocations. Too often they select a career in life without studying what is involved in preparing for such a career. Even if they ask for

counsel from the teacher or counselor, students may find such a person has little or nothing at hand to guide him in studying the prerequisites for such a career. Within the scope of this study, the Montana requirements are given.

The requirements for licenses in the same occupation frequently vary from state to state. Following is an example.

Prerequisites for entry into the profession as an architect:

Massachusetts¹

Two years of training plus five years experience; or, three years of training plus four years experience; or, four years of training plus three years of experience; or eight years satisfactory work under licensed architect.

Hawaii²

Graduate of an accredited college plus three years experience and pass an examination.

California³

Graduate of an accredited college plus two years experience; or, six years of experience, pass an examination.

¹Massachusetts State Requirements for Certification in Certain Occupations, June, 1948 (Boston Guidance News) Department of Vocational Guidance, Boston Public Schools, Vol. 6, No. 3. pp 4-5.

²Licensed Occupations, O.I.G.S. Bulletin No. 8, Department of Public Instruction, Division of Vocational Education, Occupational Information and Guidance Service, p. 2.

³Licensed Occupations in California, December 1, 1946, Occupational Information Bulletin No. 2, California State Department of Education, Bureau of Occupational Information and Guidance, State Library and Courts Building, Sacramento 14, California, p. 3.

Montana⁴

Pass an examination. Meet requirements for admission to the American Institute of Architects.

Circumstances leading to the study. From experience gained as the superintendent of a small Montana school system, the author became acquainted with many problems relating to counseling and guidance. Primary among these problems was one relating to advising students relative to the requirements for entry into occupations.

The writer found small schools sometimes have small budgets. Such was the case in the school system in which the writer was employed. The demands made upon the budget for teaching tools, to be used in teaching specific subjects, drained the available funds to such an extent that little was left for building an occupational information file. Such occupational information as was purchased and used, failed to meet all the requirements since: (1) it was written for urban communities and the emphasis on industrial occupations was all out of proportion to the number of such opportunities in Montana; (2) the material was written from the publisher's viewpoint of selling the material in all of the United States and therefore, the prerequisites for entry were of a general nature; and (3) after reading the information the student was still faced with the problem of finding out the prerequisites

⁴Revised Codes of Montana, 1947, Section 66, 101-112.

for entry into the occupation in Montana.

General information will not answer the question: What are the requirements for entry into licensed occupations? Every state or territory licenses some occupations. The requirements for licenses vary as has been shown. Some states and territories license many occupations and others license only a few of the occupations. For examples of this: New York listed 94 different jobs, positions, or occupations. It was difficult to compare the New York bulletin with the bulletins from other states because of the difference in organization of materials. The other states used occupational headings only. This reduced the number of classifications considerably. California listed 28 occupational headings in its bulletin, Arkansas had the same number, and Hawaii classified three more than either California or Arkansas for a total of 31.

An analysis of the license bulletins indicated reasons for the variance in the number of listings. New York appears to have specialist licenses. Under a single occupational heading, for an example, boxing, there is a requirement of nine categories of licenses. This factor does not appear in California, Arkansas, Hawaii, or Montana. This might indicate that because of the importance of the athletic events held in New York, the legislative bodies placed particular emphasis on this type of licensing. World championship athletic contests are rarer in other states and hence the lack of emphasis.

A geographic factor appeared to increase the number of licensed occupations listed in the New York bulletin. New York has inland waterways, while Hawaii, California, and Arkansas do not have the same type of terrain. New York lists Inland Water Pilot, Inland Fisherman, and Net Fisherman to name a few occupations peculiar to New York. The reason is apparent why these are not found in the bulletins of Hawaii, California, or Arkansas.

Still another factor appeared to contribute to the increased number of license listings in the New York bulletin as compared to the bulletins of Arkansas, California, and Hawaii. The New York bulletin apparently listed all licenses required in New York, including business licenses, manufacturing licenses, and control licenses. Arkansas, California, and Hawaii did not classify these in the bulletins received from them. For example, New York classifies Taxidermists, Fur Farmers, Milk Plant Operators, Fly Tiers, and Guides as needing special licenses. Montana licenses Fur Farmers, Milk Plant Operators, Guides, and Taxidermists, but in each case a study of the law divulged that no special prerequisites in the way of training were part of the law. Fur Farmers and Guides are licensed by the Conservation Department to assist in control of wild life. Guides become unofficial game wardens and must report violations of the fish and game laws. Fur Farmers deal in animals normally permitted to be killed

only at specific times and in specific numbers. The Taxidermist receives game animals normally killed by hunters and is required to report receipts and disposal as a control device to prevent excessive slaughter.

When a reduction is made in the listing by excluding some occupations in which New York had a special interest and in grouping jobs and positions under a single occupational heading, a list of 33 classifications remained. This list seemed then the basis for research.

To check his own list, the author compared it with a list made in a pilot study begun by Dr. Truman Cheney, State Supervisor of Occupational Information and Guidance for Montana. His list and that of the author were in substantial agreement. The occupation, plumbing, was the only addition made by the writer. A list of these occupations appears on the next page. (Table I) Because of the lack of facilities available to the author to study the reason for absence of license requirements in New York, California, and Arkansas, no reason for the lack of license appears for them. The writer did indicate the reason in Montana because of his interest and because he had the means available to study the situation.

TABLE I
 MASTER LIST OF LICENSED OCCUPATIONS
 COMPILED FROM ARKANSAS, CALIFORNIA,
 MONTANA AND NEW YORK

Occupations	Arkansas	California	Montana	New York
Accountant	X	X	X	X
Architect	X	X	X	X
Attorney at Law	X	X	X	X
Auctioneer	X	X	Bond only	X
Barber	X	X	X	X
Chauffeur		X	X	X
Chiropodist	X	X	X	X
Chiropractor	X	X	X	X
Collection Agent		X	Not required	X
Contractor		X	X	X
Cosmetician	X	X	X	X
Dental Hygienist	X	X	X	X
Dentist	X	X	X	X
Detective		X	City license	X
Embalmer	X	X	X	X
Engineer (Civil)	X	X	X	X
Household Pest Control Worker	X	X	Not required	X
Insurance Agent	X		X	X
Laboratory Technician (clinical)		X	Not found in law	X
Nurse (registered)	X	X	X	X
Nursery Man	X		X	X
Optician		X	Not found in law	X
Optometrist	X	X	X	X
Osteopath	X	X	X	X
Pharmacist	X	X	X	X
Physician & Surgeon	X	X	X	X
Physiotheropists (certified)			Not found in law	X
Plumber			X	X
Real Estate Broker	X	X	X	X
Social Worker		X	X	X
Teacher	X	X	X	X
Termite Control Operator			Not required	
Tree Surgeon	X		Not required	
Veterinarian	X	X	X	X

X indicates that the occupation is licensed.

Method of procedure and sources of data. The writer noted that research workers doing the same type of study in other states appeared to get their data from materials furnished by secretaries of license granting boards. He assumed that most of the requirements for licenses were stipulated by legislative action and except where controls were invested in the board of examiners by law, that the prerequisites were set forth therein. Such was found to be the case. The basic requirements herein set forth are taken directly from the Revised Codes of Montana 1947 as revised in 1949 and 1951, except where a department, bureau, commission, or an official is authorized by the Codes of Montana to regulate the prerequisite conditions. For example, the State Department of Public Instruction controlled by the State Board of Education is empowered to set up the legal requirements for license for educational personnel of the public schools of the state. The information set forth by the department in such case is reproduced as nearly as possible in exact terms used to prevent an error in interpretation. The materials presented relating to education are too bulky to be used in the same format as those taken directly from the Codes.

The following steps were taken in compiling this digest:

- (1) Comparison of master list (see Table I) was made with "licenses" as classified in the Revised Codes of Montana.

- (2) A study was made of the Codes for a classification under a different title using the Dictionary of Occupational Titles as a guide.
- (3) Direct contact was made with members practicing in the licensed occupations and information was gathered by asking the following questions:
 1. Where can I get additional information about your licensing board?
 2. Who is the secretary of your licensing board?
 3. Does your secretary change frequently?
 4. What schools in Montana train prospective applicants for entry into your occupation?
 5. Can you give me a list of schools nearby that are recommended by members of your occupation as meeting Montana requirements?
- (4) A search was made of the files of occupational information at the University of Montana to ascertain if such selective information as was desired was to be obtained there.
- (5) The facilities of both the General Library and the Law Library at Montana State University were used.
- (6) The Office of the State Supervisor of Occupational Information and Guidance was contacted to get what information was compiled there.
- (7) The office of the Director of Public Relations of Montana State University was visited to get bulletins pertaining to special divisions.
- (8) Secretaries of some of the license boards were contacted to get proof that the method of getting the proper name and address was sound.
- (9) Bulletins were obtained from Massachusetts, New York, Arkansas, Hawaii, and California for comparison purposes.

Organization of the paper. A review of the studies previously mentioned, (bulletins from Arkansas, California, Hawaii, and New York) revealed that, except as to codification of materials after the manner suggested in United States Employment Service Dictionary of Occupational Titles,⁵ there was no standard method of organization followed. In Chapter II of this paper, the writer has listed the licensed occupations in alphabetical order with the occupational code number under the title of the occupation. This method of organization, he feels, will aid the reader in quickly finding the occupation sought without referring to the table of contents. The code number can then be used as the key to finding further general information in occupational files or as an index to finding additional defining information in the Dictionary of Occupational Titles if such be needed. Should technical information be desired, the reader will find the section numbers and paragraph numbers in the paper written as reference to law are all the requirements needed to quickly find the corresponding materials in the Revised Codes of Law of Montana, 1947, as revised in 1949 and 1951.

The first chapter of this paper is devoted to an introduction giving the reasons for writing the paper, the purpose it should serve, and the limitations of the paper. The

⁵U. S. Employment Service, Dictionary of Occupational Titles and Codes, part II, U. S. Government Printing Office, Washington D.C., pp. V-308.

third chapter is a summary and in addition contains some conclusions drawn by the writer and some recommendations for further study.

Suggested methods of using the digest. The digest may be used in the following manner:

1. Use the addresses as listed in the digest to procure special examining board regulations to build up the school library of occupational information.
2. Have student study prerequisites of his selected career from the pages of this digest as they pertain to Montana.
3. Urge student to use the law references and study the technicalities as presented in the Revised Codes of Montana.
4. Use the addresses of schools to build up the college and university catalogue section of the school library so that students may have an adequate basis of information to compare the college and university offerings and accommodations.
5. Call to the attention of the people of your community the number of occupations for which the youth of the state must leave Montana to get their training.

Limitations of this study. The author conceives this to be a never ending study because:

1. As each new legislature meets there may be a tendency to license additional occupations.
2. There may be legislative revisions to present requirements.
3. The costs of administrations are rising constantly and fees for licensing are likely to rise.

4. Although substantially the same number of occupations are classified in this digest, as were listed in the bulletins of a majority of the states sampled, there are perhaps occupations peculiar to Montana that should have been a part of this digest but were not included.
5. While every effort was made to correctly interpret the provisions of the law, the writer is not a specialist in that study and errors in judgment are possible.
6. Neither the technicalities of the law nor the special rulings of the licensing boards are a part of this digest and the writer suggests a study of both when the information herein furnished is considered insufficient.
7. The examining board secretaries change from time to time and the addresses, as given, may soon be in error.
8. For some occupations, approved schools were not listed because the writer was unable to get a listing of them from sources available to him.

CHAPTER II

REQUIREMENTS FOR LICENSES
IN CERTAIN OCCUPATIONS IN MONTANA

ACCOUNTANT CERTIFIED PUBLIC

0-01.30

- LICENSING BOARD:** Montana State Board of Examiners in Accountancy. State University Committee On Accountancy.
- SECRETARY:** Secretary of University Committee, James E. Speer, Montana University, Missoula, Montana.
(Relatively Stable)
- LICENSE GIVEN:** Registered Certified Public Accountant.
- EXAMINATIONS:** For R.C.P.A., Standard Exam of American Institute of Accountancy. Graded by National Board.
- FEES:** First application fee, \$25.00; no renewal fee, Registration fee to Montana State University for inclusion in the Annual Roster of R.C.P.A. of Montana \$5.00 a year.
- PREREQUISITES FOR CERTIFICATION:** The certificate of 'certified public accountant' shall be granted by Montana State University (hereinafter referred to as the University) to any person who is (a) a citizen of the United States or who has duly declared his or her intention of becoming such citizen, and who is and has been a resident of the State of Montana for at least one (1) year prior to the date of his application, and (b) who is over the age of twenty-one (21) years, and (c) who is of good moral character, and (d) who is a graduate of a high school with a four (4) years' course or has had an equivalent education, or who, in the opinion of the board, has had sufficient commercial experience in accounting so that, in the judgment of the board, the requirement of a four-year high school course or equivalent education may be waived, and (e) who shall have successfully passed examinations in the theory and practice of general accounting, in auditing, in commercial law as affecting accountancy, and in such other

related subjects as the board of accountancy may deem advisable.

REFERENCE TO LAW: Montana Codes of Law of 1947, Section 66-1801-1812.

APPROVED SCHOOLS
IN MONTANA: Montana State University.

ARCHITECT

O-03.10

LICENSING BOARD: Board of Architectural Examiners.

SECRETARY: H. C. Cheever, Montana State College,
(Relatively Stable) Bozeman, Montana.

LICENSE GIVEN: Certificate to Practice Architecture.

EXAMINATIONS: Meet 1st week in April at place determined by board, and at such other times and places as board selects.

FEES: \$15.00 for examination. \$10.00 annual fee, payable in July.

PREREQUISITES: Every person so applying shall submit to an examination in the following branches, to wit: arithmetic and elementary mathematics, knowledge of building materials and construction, architectural drawings, technical education and experience and such other branches as the board may deem advisable. Said board shall cause such examination to be both scientific and practical but of sufficient severity to test the candidate's fitness to practice architecture in this state (Montana) or high standing in profession or such qualifications as are required for admission to the American Institute of Architects may be deemed sufficient.

OTHER INFORMATION: Reciprocity with States meeting same standards for certification as Montana.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 66-101-112.

APPROVED SCHOOLS IN MONTANA: No school in Montana.

NEARBY SCHOOLS: University of California, Berkeley, California.
University of Southern California, Los Angeles.
Kansas State College, Manhattan, Kansas.
University of Minnesota, Minneapolis.
University of Oregon, Eugene, Oregon.
University of Washington, Seattle.

ATTORNEY-AT-LAW

O-22.10

LICENSING BOARD: Attorneys' Examining Board.

SECRETARY: Clerk of Supreme Court, State Capitol Building, Helena, Montana.

LICENSE GIVEN: Certificate of admission or license to practice law before the courts of Montana.

EXAMINATIONS: By one or more Supreme Court Justices. After two (2) years of study as vouched for by one or more attorneys or by examining Board of five members of the bar of the state, or by graduation from Montana State University Law School.

FEES: Examining fee, \$25.00, annual fee, \$5.00, first day of April.

PREREQUISITES FOR CERTIFICATION: Oath to support constitution of United States, 21 years of age, has bonafide declared intention to become a citizen in manner required by law, good moral character, possesses the necessary qualifications of learning and ability.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 93-2001-2038.

APPROVED SCHOOLS IN MONTANA: Montana State University Law School.

BARBER

2-32.01

LICENSING BOARD: Board of Barber Examiners

SECRETARY: Mr. Thomas Hand, Terry, Montana.
(Relatively Stable)

LICENSE GIVEN: Certificate of registration to practice barbering in Montana.

EXAMINATIONS: Not less than four times a year at times and places selected by board of barber examiners.

FEES:

Expire 31, May:	
Examination fee-	\$15.00
Apprentice fee-	3.00
Certification fee-	3.00
Renewal (annual)-	3.00
Penalty for late payment in addition to renewal fee-	5.00
Barbershop Inspection-	15.00
Renewal Fee-	1.00

PREREQUISITES:

(1) Health Exam. Eighteen months practice under the immediate personal supervision of a registered barber; and who (applicant for certification) has passed a satisfactory examination conducted by the Board of Barber Examiners to determine his or her fitness to practice barbering.

(2) Graduate of a standardized school of barbering, having a curriculum as adopted by the National Educational Council of Barber Examiners.

(3) Who has served as an apprentice. An apprentice, for the purpose of this act, is a person who receives instruction in an approved barbers school or college, or from a barber authorized to practice barbering in the State of Montana.

Every apprentice must file with the Board of Barber Examiners a statement in

writing showing name and place of business of his or her instructor, or school, the date of commencement of the apprenticeship, and the full name and age of said apprentice.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 66-401-412.

APPROVED SCHOOLS
IN MONTANA: None.

NEARBY SCHOOLS: American Pacific Barber College, 562 S. Main St., Los Angeles, Calif.; Moler Company, Fresno, Los Angeles, Oakland, Sacramento, San Francisco, Calif.; State Barber College, 16 W. Jackson Blvd., Chicago, Ill.; State Barber College, 1322, 17th St., Denver, Colo.; Miller Vocational School, Minneapolis, Minn.; Moler Barber College, 910 Main St., Kansas City, Mo.; Moler Barber College, Spokane, Seattle, Tacoma, Wash.; also Portland, Oregon.

BEAUTY CULTURISTS

3-32.10

LICENSING BOARD: Montana State Examining Board of Beauty Culturists.

SECRETARY: Mrs. Elsie C. Tinsley
(Relatively Stable) Box 293
Bozeman, Montana

LICENSE GIVEN: Certificate of permission to practice cosmetology.

EXAMINATIONS: At least two times a year and not more than five times a year.

FEES: Examination fee \$10.00. Permit fee \$2.00. Operator license fee \$3.00. Manager-Operator license fee \$5.00. Teacher's license fee \$5.00. School license fee \$25.00. Apprentice license fee \$2.00. Itinerant license fee \$25.00. Calendar year renewal.

PREREQUISITES: Eighth grade graduation, 18 years of age but may enter training at 16 years of age. 2000 hours of training in an accredited beauty school of not less than ten months duration nor more than twelve months. Receive a diploma. Good moral character. Have a health certificate. Pass State Board Examination.

OTHER INFORMATION: Requirements relaxed for handicapped persons under Vocational Rehabilitation Program.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 66-801-818.

APPROVED SCHOOLS IN MONTANA: Anderson Beauty School, Billings, Montana; Acme Beauty College, Billings, Montana; Great Falls Academy of Beauty Culture, Great Falls, Montana; Margaret Hood Beauty School, Great Falls, Montana; Chinook Beauty School, Chinook, Montana; McCarrol Beauty School, Butte, Montana; Modern Beauty School, Missoula, Montana.

CHAUFFEUR

7-36.010

LICENSING BOARD: Driver Examination Section of the Montana State Highway Patrol.

ADDRESS OF BOARD: Helena, Montana

BRANCH OFFICES: County seats and principal cities of the state are used as examination points at such times and such places as are published from time to time in local papers.

LICENSE GIVEN: License to drive a motor vehicle on the highway as a chauffeur.

EXAMINATION: Within thirty days of receipt of application; at the County Seat or at a point in an adjacent area.

FEES: \$1.50 per year.

PREREQUISITES: Attained age of 18 years.
Ability to read.
Ability to understand highway signs.
Knowledge of traffic laws of the State of Montana.
Normal eye sight (may be corrected by glasses).
Pass a driving test under supervision of an examining Highway Patrolman.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 31-117-162.

APPROVED SCHOOLS IN MONTANA: Montana High Schools having certified Driver Training courses.

CHIROPODIST or PODIATRIST

0-52.01

LICENSING BOARD: State Board of Chiropody Medical Examiners.

SECRETARY: A. S. Freidel, 402 Ford Bldg., Great
(Relatively Stable) Falls, Montana.

LICENSE GIVEN: Certificate or license to practice
chiropody in Montana.

EXAMINATIONS: Semi-annually at places and time as the
State Board shall direct.

FEES: Expires July 1:
Examination fee- \$35.00
Renewal fee- 3.00
Penalty after 3 months
reissue and payment 35.00

PREREQUISITES: 21 years of age; good moral character;
high school graduate or equivalent;
4 years instruction in an accredited
school of chiropody recognized as being
in good standing by the Montana Board of
Chiropody Medical Examiners.

REFERENCE TO LAW: Revised Codes of Montana 1947, Section
66-601-66-611.

APPROVED SCHOOLS
IN MONTANA: None

NEARBY SCHOOLS: California College of Chiropody, San
Francisco
The Chicago College of Chiropedic Surgery,
Chicago, Illinois.
Illinois College of Chiropody and Foot
Surgery, Chicago, Illinois.
Northwestern Institute of Foot Surgery and
Chiropody, Chicago, Illinois.

CHIROPRACTOR

0-42.10

LICENSING BOARD: Board of Chiropractic Examiners.

SECRETARY: L. R. Getchel, Livingston, Montana
(Relatively Stable)

LICENSE GIVEN: Permit good until next examination. Licenses expire September 1 of each year, and applicant must show evidence of attendance at least one of two day educational programs conducted by the Montana Chiropractic Association.

EXAMINATIONS: Meet 1st Tuesday of October each year at State Capitol and shall hold not more than 3 other meetings at time and place specified by Board.

FEEES: Examination fee \$25.00. \$10.00 at time of application, \$15.00 on issuance of certificate. 1st Tuesday in October at State Capitol. Renewal fee \$10.00

PREREQUISITES: Graduate of 4 year high school; graduate of a chartered school of chiropractic in which he actually attended at least 4 school years of 9 months each; satisfactory evidence of good character and reputation.

REFERENCE TO LAW: Revised Codes of Montana, 1947, section 66-501-517.

APPROVED SCHOOLS IN MONTANA: None

NEARBY SCHOOLS: Los Angeles College of Chiropractics, Glendale, California.
National College of Chiropractics, Chicago, Illinois.
Lincoln College of Chiropractics, Indianapolis, Indiana.
Western States College, Portland, Oregon.
Logan Basic College of Chiropractics, St. Louis, Missouri.
North Western College of Chiropractics, Minneapolis, Minnesota.

CONTRACTOR, GENERAL

0-99.21

- LICENSING BOARD:** State Board of Equalization is Registrar.
- SECRETARY:
(REGISTRAR)** State Capitol Building, Helena.
- LICENSE GIVEN:** License:
 Class A No limitation as to value of single public contract.
 Class B Limit of value of construction \$50,000.
 Class C Limit of value of construction \$25,000.
 Under \$1,000, no license required.
- EXAMINATIONS:** No provision for examinations. See prerequisites.
- FEEES:** Payable to County Treasurer.
 Class A \$200.00
 Class B 100.00
 Class C 10.00
 Calendar year renewal.
- PREREQUISITES:** Submit under oath to the following:
 1. Statement of experience and qualifications as contractor.
 2. Value and character of contract work completed, and for whom performed during previous five year period prior to filing.
 3. A complete financial statement on such forms and disclosing such information as may be requested by the registrar under such rules and regulations as may be adopted by said registrar, and which will assist said registrar in determining applicant's fitness to act in the capacity of a public contractor as defined by this act.
- OTHER INFORMATION:** \$500 fine, 6 months in jail, or both, for violation of building codes.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section
84-3501-3512.

APPROVED SCHOOLS
IN MONTANA: None

NEARBY SCHOOLS: Lassen Jr. College, Susanville, Calif.

DENTAL HYGIENIST

0-50.07

LICENSING BOARD: Montana State Board of Dental Examiners.

SECRETARY:
(Relatively Stable) Doctor T. C. Betzner, Power Block,
Helena, Montana.

LICENSE GIVEN: Licensed to clean teeth under the supervision of a licensed dentist.

EXAMINATIONS: Annual, 2nd week in July. Other dates at call of president of board.

FEE: Examination fee \$10.00. Annual renewal \$1.00 due before May 1.

PREREQUISITES: Must be a graduate of and hold "a diploma or certificate from a recognized school of dental hygienists offering a course of study with such equipment and facilities as shall be approved by the board which shall ascertain and determine what shall constitute a recognized school within the meaning of this act." Pass an examination.

OTHER INFORMATION: Reciprocity at discretion of the Montana State Board.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 66-901-66-924.

APPROVED SCHOOLS IN MONTANA: None

NEARBY SCHOOLS: University of California, College of Dentistry, Berkeley, California; Northwestern University, Dental School, Chicago; North Pacific College of Oregon, Portland.

DENTIST

O-13

LICENSING BOARD: Montana State Board of Dental Examiners.

SECRETARY: Dr. T. C. Betzner, Power Block, Helena, Montana.

LICENSE GIVEN: License to practice dentistry in the State of Montana.

EXAMINATIONS: Annual, 2nd week in July. Other dates at call of president of Board.

FEES: Examination fee \$25.00. License fee \$25.00. Annual renewal fee \$1.00.

PREREQUISITES: Graduate of an approved dental school, 21 years of age, U. S. citizenship. Pass examination; theory and practical.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 66-901-66-924.

APPROVED SCHOOLS IN MONTANA: None

NEARBY SCHOOLS: University of California, College of Dentistry, San Francisco; University of Southern California, College of Dentistry, Los Angeles; College of Physicians and Surgeons, School of Dentistry, San Francisco; Loyola University, School of Dentistry, Chicago; Northwestern University Dental School, Chicago; University of Illinois College of Dentistry, Chicago; University of Minnesota School of Dentistry, Minneapolis; St. Louis University School of Dentistry, St. Louis, Missouri; University of Kansas City, Kansas City, Missouri; Washington University School of Dentistry, St. Louis, Missouri; University of Washington School of Dentistry, Seattle, Washington; Marquet University School of Dentistry, Milwaukee, Wisconsin.

EMBALMER, FUNERAL DIRECTOR

0-65.10

LICENSING BOARD: Montana State Board of Embalmers and Funeral Directors.

SECRETARY: Harry Campbell
Wagner & Campbell Mortuary
Kalispell, Montana.

LICENSE GIVEN: Intern and Apprentice, Embalmer, and Funeral Director.

EXAMINATIONS: 2nd Wednesday in July. Publicized by two weeks in 3 papers in different sections of the state.

FEE:

To take examination	\$25.00
Intern and apprentice	2.50 per yr.
Embalmer	5.00 per yr.
Funeral Director	2.00 per yr.

PREREQUISITES:

Embalmer, Intern, or Apprentice:
21 years of age; good moral character; high school graduate; graduate of Grade "A" Embalming College.

Funeral Director:
Over 21 years of age; good moral character; pass examination in burial permits and returns, funeral directing, sanitary science, health and sanitary regulations, the law governing transportation and disposal of dead human bodies and the shipment of bodies of persons dying from infectious or contagious diseases.

REFERENCE TO LAW: Revised Montana Codes of Law, 1947, Section 82-701-711.

APPROVED SCHOOLS IN MONTANA: None

NEARBY SCHOOLS: California College of Mortuary Science, Los Angeles; San Francisco College of Mortuary Science, San Francisco; Worsham College of Mortuary Science, Chicago; Kansas City College of Mortuary Science, Kansas City, Kansas; University of Minnesota, Course in Applied Mortuary Science, Minneapolis; The St. Louis College of Mortuary Science, St. Louis; Cincinnati College of Embalming, Cincinnati; Wisconsin Institute of Embalming and Mortuary Science, Milwaukee.

ENGINEER, CIVIL

O-16.10

LICENSING BOARD: State Board of Registration for Civil Engineers and Land Surveyors.

SECRETARY: Direct inquiry to Civil Engineering Department, Montana State College, Bozeman, Montana, in care of Professor Dodge.

LICENSE GIVEN: Registration as civil engineer.

EXAMINATIONS: At time and place as the Board shall determine.

FEES: Examination fee, \$20.00; Engineer in training, \$10.00 plus \$10.00 when granted license as Civil Engineer. Annual renewal.

PREREQUISITES: Education: graduation in approved engineering curriculum or school or college approved by the Board, plus 4 or more years experience in engineering work before or after graduation of a character satisfactory to the Board. At discretion of Board may credit not in excess of one year for satisfactory graduate study in engineering. Pass oral or written examination or both. Good character and reputation.
Experience: 12 years experience with 5 years in responsible position. Not less than 32 years of age.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 66-2301-2323.

OTHER INFORMATION: Reciprocity; certificate of National Bureau of Engineering Registration.

APPROVED SCHOOLS IN MONTANA: Montana State College, Bozeman, Montana, Division of Engineering.

INSURANCE AGENT

1-57.10

LICENSING BOARD: Commission of Insurance.

SECRETARY: Commissioner of Insurance, Helena, Montana.

LICENSE GIVEN: License to transact insurance business.

EXAMINATIONS: No examination. Evidence of proficiency required. (See prerequisites.)

FEES: \$5.00-agent or solicitor annual fee;
\$10.00-abstractor annual fee. Renewal date, 31 March.

PREREQUISITES: Resident of Montana; must furnish information as to knowledge of insurance laws and contracts to be negotiated; occupation for previous 5 years; insurance instruction has or expects to receive; has license ever been revoked?; whether indebted to any agency etc., nature of claim; must be vouched for by an official or licensed representative of company for whom he proposes to act.

REFERENCE TO LAW: Revised Montana Code, 1947, Section 40-1301-40-1333 40-2502-1949.

APPROVED SCHOOLS IN MONTANA: None

NEARBY SCHOOLS: American College of Life Underwriters, 120 S. LaSalle St., Chicago, Ill.
Insurance Institute of America, 176 W. Jackson Blvd., Chicago, Ill.
Chicago Chapter Chartered Underwriters, 10 N. La Salle, Chicago, Ill.
Employer's Group School of Casualty Insurance, 33 Broad St., Boston, Mass.
Adult Ed. Dept., 354 W. First St. North, Salt Lake City, Utah.
Waukesha Vocational School, Waukesha, Wis.
General Fire, Casualty & Surety School, Seattle, Wash.

NURSE, REGISTERED

0-33

LICENSING BOARD: Board of Nurse Examiners.

SECRETARY: Sam Mitchell Bldg., Helena, Montana
(name not necessary)

LICENSE GIVEN: Registered nurse. Board empowered to give certificate and identity forms.

EXAMINATIONS: Board empowered to examine at its discretion. Accredited schools and courses and cause them to be supervised.

FEES: Examination fee, \$15.00. Annual renewal \$2.00 per year before Jan. 1, except Armed Services personnel. Reciprocity fee \$5.00 each 6 months until \$15.00 is paid.

PREREQUISITES: 20 years of age; good moral character; is in good physical and mental health; at least 4 years in an approved High School or equivalent as determined by board; completed course of study in an accredited school of nursing and hold a diploma there from.

OTHER INFORMATION: Reciprocity at the discretion of the Montana Board of Nurse Examiners.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 66, 1201-1220.

APPROVED SCHOOLS IN MONTANA: Montana State College School of Nursing, Bozeman; Columbus School of Nursing, Great Falls; Sacred Heart School of Nursing, Havre; Sisters of Charity School of Nursing (Carroll College Division of Nursing Education), Helena, Butte, Billings; St. Joseph's School of Nursing, Lewistown; Holy Rosary-Presentation School of Nursing, Miles City; St. Patrick's School of Nursing, Missoula.

NURSERYMAN

3-38.20

LICENSING BOARD: Commissioner of Agriculture.

SECRETARY: Commissioner of Agriculture, State Capitol Building, Helena, Montana.

LICENSE GIVEN: License to deal in nursery stock.

EXAMINATIONS: None

FEE: Salesmen, agents, and solicitors granted license free of charge in name of nurseryman or firm who holds license to sell or vend nursery stock. License for nurserymen (corporation or company) \$15.00 per annum General Nursery; \$10.00 per annum small fruits, ornamental shrubs, bulbs, and perennials; \$5.00 per annum nursery dealing in bulbs and perennials only. Annual renewal fee due July 1.

PREREQUISITES: All nursery stock is subject to inspection by Department of Agriculture. Violation subject to severe penalties.

REFERENCE TO LAW: Revised Code of Montana, 1947, Section 3-1201-3-1217.

APPROVED SCHOOLS IN MONTANA: None

NEARBY SCHOOLS: (Gardeners Training, including landscaping gardening techniques) California School of Gardening, P.O. Box 2583, Stanford Univ., Palo Alto, Calif., Special training in Gardening-Limited Enrollment. Edison Vocational School, Seattle, Wash.

OPTOMETRIST

0-53.10

LICENSING BOARD: Montana State Board of Examiners in Optometry

SECRETARY: Dr. E. A. Kuntz, 1st National Bank Bldg.
(Relatively stable) Helena, Montana (6 year term)

LICENSE GIVEN: Certificate of Registration.

EXAMINATIONS: 4th Monday in July of each year at Helena, Montana, and elsewhere, whenever and wherever president and secretary of the Board shall call a meeting.

FEES: Examination fee, \$25.00; Registration fee \$10.00; Yearly fee, \$10.00; Delinquent fee (90 days), \$25.00 plus renewal fee; County recording fee, \$1.00. Annual renewal due July 2.

PREREQUISITES: Good moral character, 21 years of age, citizen of the United States, Graduate of accredited High School, Graduate of recognized school of Optometry with work covering 8 semesters or 4 years recognized by the Association of Boards of Examiners of Optometry.

REFERENCE TO LAW: Revised Montana Codes, 1947, Section 66, 1301-1316.

APPROVED SCHOOLS IN MONTANA: None

NEARBY SCHOOLS: Los Angeles College of Optometry, Los Angeles; University of California, Berkeley; Chicago College of Optometry, Chicago; Northern Illinois College of Optometry, Chicago; Pacific University College of Optometry, Forest Grove, Oregon.

OSTEOPATH

0-39.96

LICENSING BOARD: Board of Osteopathic Examiners.

SECRETARY: Dr. Branche Diestler
Ford Building
Great Falls, Montana.

LICENSE GIVEN: Certificate of license to practice.

EXAMINATIONS: 1st Tuesday in March and 1st Tuesday in
September, Helena, Montana.

FEES: Examination fee, \$20.00; payment of back
fee is only penalty for delinquent pay-
ment of \$10.00 if back fees run to more.
Renewal fee, \$2.00. Annual renewal due
April 1.

PREREQUISITES: 4 years of high school or equivalent. 20
months of recognized school of Osteopathy
in four terms of 5 months each. School to
be recognized by Board of Osteopathic
Examiners.

OTHER INFORMATION: Reciprocity with States meeting same stan-
dards as Montana for certification.

APPROVED SCHOOLS
IN MONTANA: None

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 66-
1401-1413.

NEAREY SCHOOLS: College of Osteopathic Physicians and Sur-
geons, Los Angeles; Chicago College of
Osteopathy, Chicago; Des Moines Still
College of Osteopathy, Des Moines, Iowa;
Kansas City College of Osteopathy and
Surgery, Kansas City, Missouri; Kirksville
College of Osteopathy and Surgery, Kirks-
ville, Missouri.

PHARMACIST

0-25.10

- LICENSING BOARD:** Montana State Board of Pharmacy
- SECRETARY:** Emil Schoenholzer, Midland Drug, Billings.
(Relatively Stable)
- LICENSE GIVEN:** Registration for one year at a time. Renewal without examination on payment of fee.
- EXAMINATIONS:** At least once a year. Applicants notified by mail of time and place.
- FEES:** Examination fee, \$15.00; Reciprocity fee, \$25.00; Annual fee, \$5.00.
- PREREQUISITES:** A citizen of the United States, 21 years of age, graduate of the School of Pharmacy, Montana State University, or a college or School of Pharmacy recognized and approved by, or a member of, the American Association of Colleges of Pharmacy, but each applicant for registration shall not receive a license until he has had at least one year of practical experience in a pharmacy which has been approved by the Board of Pharmacy. During this year, provided the applicant has passed the Board of Pharmacy examination, he shall be licensed as an assistant pharmacist. A recent ruling states that all practical experience must be obtained in a pharmacy in the state of Montana in order to qualify for registration.
- OTHER INFORMATION:** Graduates of the School of Pharmacy are eligible for examination to practice pharmacy in any state, but graduates of this school who successfully obtain registration in Montana are privileged to reciprocate with 45 other states and with the District of Columbia, Alaska, and Puerto Rico, without further examination, provided they possess the experience requirement of those states.
- REFERENCE TO LAW:** Revised Codes of Montana, 1947, Section 66-1501-1527.
- APPROVED SCHOOLS IN MONTANA:** Montana State University, Missoula, Mont.

PHYSICIAN AND SURGEON

0-26.10

LICENSING BOARD: Board of Medical Examiners of Montana.

SECRETARY: Dr. Sidney A. Cooney, Gold Block, Helena.
(Relatively Stable)

LICENSE GIVEN: Certificate of permission to practice medicine. Midwives of skill and experience are exceptions.

EXAMINATIONS: 1st Tuesday in April, 1st Tuesday in October, at Helena.

FEES: Examination fee, \$50.00; Leave of absence fee, \$1.00 per year; Renewal fee, not to exceed \$5.00 per year; Reciprocity certification fee, \$75.00.

PREREQUISITES: Diploma from University of College of Medicine approved by the Council on Medical Education and Hospitals of the American Medical Association, which fact said board shall determine. Examination, written, oral, or both.

OTHER INFORMATION: Reciprocity with states meeting same standards for certification as Montana.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 66-1001-1009.

APPROVED SCHOOLS IN MONTANA: None

NEARBY SCHOOLS: College of Medical Evangelist, School of Medicine, Los Angeles; University of California, School of Medicine, San Francisco; Stanford University, School of Medicine, San Francisco; University of California at Los Angeles, School of Medicine, Los Angeles; University of Minnesota, School of Medicine, Minneapolis; University of Oregon Medical School, Portland; University of Utah, College of Medicine, Salt Lake, University of Washington, School of Medicine, Seattle; University of Wisconsin, Medical School, Madison; Marquet University School of Medicine, Milwaukee.

PLUMBERS

5-30.21

LICENSING BOARD: Montana State Board of Plumbing Examiners.

SECRETARY: State Capitol Building. No name necessary.

LICENSE GIVEN: State License. All holders of city licenses will be given state licenses without submitting to examination.

EXAMINATIONS: As prescribed by board. Time and place specified by board.

FEES: Examination fee, Master Plumber, \$25.00; Journeyman, \$10.00. Renewal fee, Master Plumber, \$10.00; Journeyman, \$5.00--year at a time. Apprentice, no mention of license--must register, however, with State Board.

PREREQUISITES: File written application stating age, place of residence, experience, place acquired experience.

APPROVED SCHOOLS IN MONTANA: None

REFERENCE TO LAW: Revised Codes of Montana, 1951, Section 66-2401-2411.

NEARBY SCHOOLS: Haskell Institute, Lawrence Kansas, (for applicants of $\frac{1}{4}$ or more Indian Blood--Amer.).
National Trade School, Kansas City, Mo.
David E. Ranken School of Mechanical Trades, St. Louis, Mo.
Oklahoma A & M College, Okmulgee, Okla. (Spec. for Vets - also Steamfitting).
Racine Voc. School, Racine, Wis.

REAL ESTATE BROKER

1-63.20

REAL ESTATE SALESMAN

1-63.10

- LICENSING BOARD:** Commissioner of Real Estate. Commissioner of Agriculture shall serve as ex officio Real Estate Commissioner.
- SECRETARY:** State Capitol Building, Helena. No name needed.
- LICENSE GIVEN:** Broker's license-Corporation (not to exceed three), Partnership (not to exceed two), and Individual--fixed place of business. Salesman's license--not necessarily a fixed location.
- EXAMINATIONS:** Five free holders must certify they believe applicant to be of good moral character and in their judgment qualified to carry on as a real estate broker.
- FEES:** Broker's: \$10.00 to 1st of October, \$5.00 after 1st of October, renewal of \$10.00 due April 1st each year. Salesman: \$5.00 per year due April 1st.
- PREREQUISITES:** Bond: Good and sufficient bond in sum of \$1,000 conditioned that broker conduct his business to requirements of the Revised Codes of Montana, 66-1901-1923. If applicant be non-resident must file irrevocable consent to have suits or actions commenced against him. Proof of honesty, truthfulness and good reputation.
- REFERENCE TO LAW:** Revised Codes of Montana, 1947, Section 66-1901-1923.
- APPROVED SCHOOLS IN MONTANA:** None
- NEARBY SCHOOLS:** Morrill Business School, Oakland, Calif.
Weaver School of Real Estate, 15 E. Pershing Road, Kansas City, Mo.
Portland Realty Board, 607 Wilcos Bldg., Portland, Oregon.
Adult Education Board, 334 W. First St., North, Salt Lake City, Utah.

SURVEYOR, LAND

O-64.10

LICENSING BOARD: State Board of Registration for Civil Engineers and Land Surveyors.

SECRETARY: Prof. Dodge
c/o Civil Engineering Dept.
Montana State College, Bozeman, Mont.

LICENSE GIVEN: Registration as Land Surveyor.

EXAMINATIONS: At time and place as the Board shall determine.

FEES: Examination fee, \$10.00; annual renewal, \$5.00.

PREREQUISITES: Education: graduation from approved school or college plus 2 years experience in land surveying of character approved by Board, or oral or written examination or both plus experience of 6 years satisfactory to the Board. Good character and reputation.
Experience: 10 years or more of lawful practice in land surveying of a character satisfactory to board. Not less than 30 years of age.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 66-2301-2323.

APPROVED SCHOOLS IN MONTANA: Montana State College, Bozeman, Montana, Division of Engineering.

TEACHER

0-30 to 0-32

- LICENSING BOARD:** Montana State Board of Education
- CERTIFICATION CLERK:** State Department of Public Instruction,
State Capitol, Helena.
- LICENSE GIVEN:** Certificate to teach, principal's certificate (elementary and secondary), administrative and supervisor certificate.
- EXAMINATIONS:** None. See prerequisites.
- FEES:** All applicants for certification to teach for the first time in Montana must pay a registration fee of \$2.00, in addition to the sum of \$1.00 for each year of the validity of the certificate. A replacement of a lost certificate may be had for \$1.00. Please send all fees by blue money order or bank draft. The grey postal note must not be used as it expires within 60 days and there is often a longer delay before an application can be processed and the certificate issued.
- PREREQUISITES:** See following pages for Department of Public Instruction Certification Policy.
- REFERENCE TO LAW:** Revised Codes of Montana, 1949, Section 75-2512-2521.
- APPROVED SCHOOLS
IN MONTANA:** Montana State University, Missoula; Montana State College, Bozeman; Western Montana College of Education, Dillon; Eastern Montana College of Education, Billings; Northern Montana College, Havre; Rocky Mountain College, Billings; Carroll College, Helena.

VETERINARIAN

0-34.10

LICENSING BOARD: State Board of Veterinary Medical Examiners.

SECRETARY: Until September, 1951, Dr. Howard Welch, Bozeman. After September, 1951, Dr. Lee Seghetti, Bozeman.

LICENSE GIVEN: License to practice Veterinary Medicine or Veterinary Surgery.

EXAMINATIONS: Time and place specified by Board.

FEES: Examination fee, \$10.00. Registration fee, not exceeding \$2.00.

PREREQUISITES: Evidence of good moral character. Graduate of a legally authorized veterinary medical school recognized by the American Veterinary Medical Association. Said school having a curriculum requiring a 3 year course or its equivalent for graduation.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 66-2201-2212.

APPROVED SCHOOLS IN MONTANA: None

NEARBY SCHOOLS: A & M College, School of Veterinary Medicine, Fort Collins, Colorado; Minnesota University, School of Veterinary Medicine, Minneapolis; State College of Washington, College of Veterinary Medicine, Pullman.

WELFARE WORKER

O-27.01

LICENSING BOARD: Board of Public Welfare.

SECRETARY: State Administrator of Public Welfare, Helena.

LICENSE GIVEN: None

EXAMINATIONS: Given at discretion of Board of Public Welfare to determine order of merit for appointment.

FEES: None

PREREQUISITES: Merit system based on (1) training, (2) experience, (3) ability, (4) examination.

REFERENCE TO LAW: Revised Codes of Montana, 1947, Section 71-201-314.

APPROVED SCHOOLS IN MONTANA: None (Montana State University at an early date).

NEARBY SCHOOLS: University of Wisconsin, Madison; University of California, Berkeley; University of Southern California, Los Angeles; University of Denver, Denver, Colorado; University of Kansas, Lawrence, Kansas; University of Minnesota, Minneapolis; University of Utah, Salt Lake City; University of Washington, Seattle.

GENERAL INFORMATION AND REQUIREMENTS FOR CERTIFICATION
Date Effective: March 20, 1951

GENERAL QUALIFICATIONS FOR ALL TEACHERS.

1. Applicants for certificates must be citizens of the United States. Except, those who may be employed as exchange teachers from foreign countries who are approved annually for employment, study, or research in the state of Montana.
2. The legal age for teaching in Montana is between 18 and 70.
3. Health certificate is required of all applicants showing they are free from tuberculosis or other communicable disease.
4. Must subscribe to the following oath: (Laws of Montana 1931) "I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of Montana and the Laws of the United States and the State of Montana, and will, by precept and example, promote respect for the flag and the institutions of the United States and the State of Montana, reverence for law and order and undivided allegiance to the Government of the United States of America."
5. Out-of-state teachers must meet the same requirements as teachers who secured professional education in the state of Montana.

GENERAL RESPONSIBILITIES OF ALL TEACHERS.

1. Name--When applicants apply for certificates or for the extension or renewal of certificates, they should write their full names. If previous certification was issued in the maiden name of the applicant, her application should show her maiden name as well as her married name. Otherwise, confusion, unnecessary correspondence, and delay ensue. Such delays may deprive teachers of positions which they might otherwise have secured.
2. Substitute teachers--Teachers who secure employment in any elementary or secondary school system in the state of Montana and teach for a period longer than 10 days are required to meet the same requirements as a regularly employed teacher.
3. Registering teaching credential--Teachers must register their certificates at the beginning of each school year with their County Superintendent of Schools.

4. Salary payments--No school board can legally pay a teacher who does not hold a valid certificate that has been registered with the County Superintendent of Schools, if she or he teaches longer than ten days.

5. Revocations--The State Board of Education has the legal authority of revoking certificates for just cause.

6. Salary Scale--The state of Montana has no salary schedule established through Legislative or State Board of Education action. The MEA scale is generally used as a basis.

A prospective teacher should submit an official transcript of college credits to the State Department of Public Instruction, Helena, Montana, for an evaluation and a statement as to his certification status in this state. Certification is granted only upon transcripts. The credits upon which the out-of-state certificates are issued is through an evaluation in the light of Montana requirements.

In the case of high school teachers who are applying individually with a school board, the applicant should submit his official transcript of credits from the higher institutions which he has attended and obtain the evaluation of these by the city superintendent showing the credits he is offering for his major and minor teaching areas, and also those in the educational and professional field. This evaluation is by the superintendent or principal of the school system in which he expects to teach in Montana. If the high school credits are already on the college transcript, it will not be necessary to secure a copy from the high school.

When an evaluation shows that the teacher is qualified for a certificate in Montana, he may then, if he wishes, have the privilege of enrolling with the Teacher Placement Service, Unemployment Compensation Commission, Box 1728, Mr. Sam Kain, Director, Helena, Montana, by writing to this address for enrollment blanks.

This service is maintained without charge. No registration is encouraged until the applicant meets the qualification for the position he seeks.

GENERAL PROFESSIONAL REQUIREMENTS FOR RENEWALS.

1. Recency of Credits--Any person graduating from a teacher-education training program, which is fully accredited, more than six years preceding the date of application for a certificate, and who has never held a Montana teacher's certificate and shows no credits since that date, must complete at least

12 quarter hour credits in the educational and professional field in addition to meeting the specific requirements for the type of certificate desired.

2. Correspondence credits--Only when unusual circumstances prevent attendance at campus classes or extension courses will correspondence work constitute more than one-fourth of the total number of credits required for renewing a certificate. However, anyone wishing to take such work for self-improvement or in-service training may do so for the benefit that will be derived.

3. Extension courses--Courses taught by an instructor from a fully accredited teacher-education training program during a school year may be presented on the same basis as residence credits for the purpose of renewing certificates.

4. Grade points--In all cases where credits are presented for certification purposes, it is required that there be at least an equal number of grade points.

5. Credits for travel, etc.--Extended educational travel, research, or outstanding experience and accomplishment in specific fields, may be offered in lieu of academic credits by those who hold the bachelors degree in elementary or secondary teaching. Prior approval of such a program must be received from the State Superintendent of Public Instruction.

CERTIFICATION.

ELEMENTARY SCHOOL STANDARD CERTIFICATE. This certificate shall qualify the holder thereof to teach in any public elementary school of the state and shall be granted to anyone who holds the diploma from the two-year course of a fully accredited teacher-training institution. It will be valid in grades one through eight. This requirement does not mean only a total of 96 quarter-hours of diversified credits--it is clearly indicated that a regularly prescribed course of two years duration in a teacher-training course must have been completed and the diploma granted. There is more misinformation on this point than on any other in the entire certification law. In cases where teachers have many diversified credits, it is suggested that the applicant confer with the Registrar of the teacher-training institution of his choice and proceed with an outline of work that when completed, will serve as a basis for the issuance of the diploma.

ELEMENTARY ADVANCED CERTIFICATE. This certificate shall qualify the holder thereof to teach in any public elementary school

of the state and shall be granted to anyone who receives the bachelors degree after completing the four-year course of elementary school education from a fully accredited institution. It will be valid in grades one through nine. The holder thereof can teach in any junior secondary school (7,8,9) or in the first three years of any six-year secondary school (7,8,9).

RENEWALS OF CERTIFICATES. An elementary standard certificate may be renewed for a period of five years upon satisfactory evidence to the Superintendent of Public Instruction of successful teaching experience for at least one school year during the period covered by the certificate in grades or subjects or fields for which the certificate is valid. (The number of years of teaching experience may soon be increased in order to qualify the applicant for renewal of certificate.) It will be required that any time during this five-year period, but before renewal is again requested, the applicant will have earned at least thirty-six quarter hours of additional training in any approved teacher-training institution.

An elementary state certificate that has expired may be renewed by the presentation of at least eight quarter-hour credits from an approved teacher-training institution.

The elementary advanced certificate, the secondary school standard general, the secondary special, and the secondary advanced certificate may be renewed for a period of five years upon satisfactory evidence to the Superintendent of Public Instruction of successful teaching experience for at least one school year during the period covered by the certificate in grades or subjects or fields for which the certificate is valid. (The number of years of teaching experience may soon be increased in order to qualify the applicant for renewal of the certificate.)

It will be required that any time during this five-year period, but before renewal is again requested, the applicant will have earned at least eight quarter hours of additional training. These credits may be earned in education or in any field selected by the teacher. Extended educational travel, research, or outstanding experience and accomplishment in specific fields, as approved by the State Board of Education may be offered in lieu of the eight quarter hour credits. An applicant desiring to apply such service for certification purposes must make request for approval through the State Department prior to fulfilling the requirement.

EMERGENCY CERTIFICATES. Applicants for certification who do not hold as a minimum requirement, the diploma from the

two-year course of a fully accredited teacher-training institution may be granted an emergency certificate, valid for one year.

The request for an emergency certificate for any teacher must come from the County Superintendent of the County in which the teacher is needed, and only after every effort has been made to secure the services of a teacher who holds at least the two-year diploma from a teacher-training institution.

GENERAL TEACHING CERTIFICATES
SECONDARY SCHOOL STANDARD GENERAL

1. Positions for which issued.
 - a. Teaching grades 7 through 12 in any public school.
 - b. Teaching grades 7 through 8 or grades 7-8-9 in any accredited junior high school.

2. Validity.
 - a. Two-year certificate provided applicant has the pattern of preparation for the five-year.
 - b. Five year. No additional credits. Must show one year of successful teaching.
 - c. Renewable indefinitely for five-year periods if 8 quarter hours of under-graduate or graduate credits are presented each time. It is recommended that this be work towards the master's degree.

3. Preparation.
 - a. Bachelors degree from a fully accredited teacher-education training institution.
 - b. A minimum of 45 quarter hours in a major teaching field usually taught in Montana high schools.
 - c. A minimum of 30 quarter hours in a minor teaching field usually taught in Montana high schools.
 - d. Educational and professional training--24 quarter hours from the following areas:
 - Prerequisite--general psychology
 - Required courses--
 - Educational Psychology
 - Principles of Secondary Education
 - Secondary School Teaching Procedure
 - Observation and Practice Teaching
 - Elective courses to make up the 24 quarter hours.
 - Wide choice of subjects.
 - e. Experience--preferred but not required.

SECONDARY ADVANCED

1. Position for which issued.
 - a. Teaching grades 7 through 12 in any public school.
 - b. Teaching grades 7 through 8, or grades 7-8-9 in any accredited junior high school.
2. Validity.
 - a. Two-year certificate provided applicant has the pattern of preparation for the five-year.
 - b. Five year. No additional credits. Must show one year of successful teaching.
 - c. Renewable indefinitely for five-year periods if 8 quarter hours of undergraduate or graduate credits are presented each time.
3. Preparation.
 - a. Meets pattern of preparation for the Secondary School Standard General.
 - b. In addition, 1 year (3 quarters) of post-baccalaureate training in educational and professional training.
 - c. Experience--preferred but not required.

SECONDARY SPECIAL

1. Position for which issued.
 - a. Teaching grades 1 through 12 in any public school.
2. Validity.
 - a. Two year certificate provided applicant has the pattern of preparation for the five-year.
 - b. Five year. No additional credits. Must show one year of successful teaching.
 - c. Renewable indefinitely for five-year periods if 8 quarter hours of undergraduate or graduate credits are presented each time. It is recommended that this work be towards the masters degree, if applicant does not have one.
3. Preparation.
 - a. Bachelors degree from a fully accredited teacher-education training institution.
 - b. A minimum of 45 quarter hours in any special field such as agriculture, home economics, industrial arts, commercial subjects, physical education, music, fine arts, radio, television, or such other special fields as the needs of the schools may from time to time require, including service as school librarian and school nurse.
 - c. No teaching minor required.

- d. Educational and professional training--24 quarter hours from the following areas:
 Prerequisite--general psychology
 Required courses--
 Educational Psychology
 Principles of Secondary Education
 Secondary School Teaching Procedures
 Observation and Practice Teaching
 Elective courses to make up the 24 quarter hours.
 Wide choice of subjects.
- e. This certificate may also be granted to anyone who presents unusual preparation or may have made an outstanding record in some particular technical field that is recognized by the State Department as being sufficient for instructing boys and girls in the public schools of the state. Discretion of the State Board of Education.

4. Experience--preferred but not required.

GENERAL VALIDITY OF CERTIFICATES. All two- and five-year certificates shall expire after the first issue to any person two and five years from July 1, nearest such date of issue. The date of issue is understood to be the date the applicant began teaching in Montana and not the date the certificate was issued for there is often delay before the clerical work in issuing a certificate can be done.

This regulation applies to applicants trained in this or in any other state.

EMERGENCY CERTIFICATES

These will not be issued as long as there are unemployed high school teachers who do have the pattern of preparation that is required for high school teaching. In extreme cases, consideration might be given in certain specialized fields and each case will be considered on its individual merits. This will be determined through State Board of Education action.

LIFE CERTIFICATES

None will be issued beyond 1955. For more information, please request a directive by writing direct to the office in Helena.

RENEWALS OF EXPIRED STATE CERTIFICATES

A secondary state certificate that has expired previous to 1949, can be renewed by the presentation of at least

8 quarter hour credits from an accredited college or university earned during the past six years.

CERTIFICATION OF COUNSELORS

The part-time counselor or full time counselor shall be a college graduate, certified to teach, and have at least 15 quarter hours in the following subjects:

Principles and Practices in Guidance; Occupational and Educational Information for Guidance; Techniques of Counseling; First Principles of Mental Hygiene; Tests and Measurements or Aptitude Testing; Case Study Techniques; Abnormal Psychology; Clinical Psychology; Psychology of Childhood and Adolescence; Personality Adjustment; Elementary Statistics; and Supervised Counseling Experience.

Work experience other than teaching is recommended. The Advisory Committee on Guidance has recommended that all teachers take Principles and Practices of Guidance.

ADMINISTRATORS CERTIFICATES

PRINCIPALS OF ELEMENTARY SCHOOLS

1. Position for which issued.
 - a. Applicant must devote one-half or more of his time to supervision and administration in an elementary school in grades 1 through 9.
2. Validity.
 - a. Two-year certificate provided applicant has the pattern of preparation for the five year.
 - b. Five year. Must show one year of successful teaching. No additional credits.
3. Preparation.
 - a. Masters degree in elementary education. Must hold or be eligible for an elementary school advanced certificate, or an equivalent valid certificate issued before July 1, 1949.
 - b. Professional training--15 graduate quarter hours in education including at least 8 quarter credits in courses specifically designated as elementary education. Must include the following:
 - (1) Specific GRADUATE courses in general school administration and in elementary school administration.

- (2) At least one specific GRADUATE course in elementary school curriculum or one in school supervision appropriate to the elementary school level.
 - (3) A basic course in student personnel (guidance).
 - (4) A course in education sociology, history of education, or philosophy of education.
- c. Three years teaching experience on the elementary and/or secondary teaching level; provided, however, that the experience qualifications shall not be required of an applicant who holds the position of elementary school principal at the time of the adoption of these rules.
 - d. These rules do not apply if an applicant already holds the position of elementary principal but the masters degree will be required by 1954, plus the other requirements, if not already acquired. If it is his intention to change positions, he must meet the above qualification at the time he secures another position.

PRINCIPALS OF SECONDARY SCHOOLS

- 1. Position for which issued.
 - a. Applicant must devote one-half or more of his time to supervision and administration in a secondary school.
- 2. Validity.
 - a. Two-year certificate provided applicant has the pattern of preparation for the five year.
 - b. Five year. Must show one year of successful teaching. No additional credits.
- 3. Preparation.
 - a. Masters degree in secondary education. Be eligible or hold the secondary standard or secondary advanced certificate, or an equivalent valid certificate issued prior to July 1, 1949.
 - b. Professional training--15 graduate quarter hours in education, including at least 8 quarter credits in courses specifically designated as secondary education and must include the following:
 - (1) Specific GRADUATE courses in general school administration and in secondary school administration.
 - (2) At least one specific GRADUATE course in secondary school curriculum or in school supervision appropriate to the secondary school level.

- (3) A basic course in student personnel (guidance).
 - (4) A course in educational sociology, history of education, or philosophy of education.
- c. Three years teaching experience on the elementary and/or secondary teaching level; provided, however, that the experience qualification shall not be required of an applicant who holds the position of secondary school principal at the time of the adoption of these rules.
 - d. These rules do not apply if an applicant already holds the position of secondary school principal, but the masters degree will be required by 1954, plus the other requirements if not already acquired. If it is his intention to change positions, he must meet the above qualifications at the time he secures another position.

DISTRICT SUPERINTENDENTS

- 1. Position for which issued.
 - a. Applicant must devote one-half or more of his time to supervision and administration of a public school system.
- 2. Validity.
 - a. Two-year certificate provided applicant has the pattern of preparation for the five year.
 - b. Five year. Must show one year of successful teaching. No additional credits.
- 3. Preparation.
 - a. Masters degree and be eligible for or hold any one of the following certificates:
 - (1) Elementary Advanced Certificate.
 - (2) Secondary School Standard General Certificate.
 - (3) Secondary School Advanced Certificate.
 - (4) Or, an equivalent valid certificate issued prior to July 1, 1949.
 - b. Professional training--24 graduate quarter hours in education, with at least 12 graduate credits specifically in the field of elementary education if the applicant does not hold a valid elementary school teaching certificate and 12 graduate credits specifically in the field of secondary education if the applicant does not hold a valid secondary school teaching certificate. Added preparation:

- (1) Specific GRADUATE courses in general school administration and in school finance.
 - (2) At least two GRADUATE courses in school curriculum and/or school supervision.
 - (3) A basic course in student personnel (guidance).
 - (4) A course in education sociology, history of education or philosophy of education.
- c. Five years of successful teaching experience in either or both elementary or secondary schools; provided, however, that the experience qualification shall not be required of an applicant who holds the position of district superintendent on the date of adoption of these rules.
- d. These rules do not apply if an applicant already holds the position of district superintendent, but the masters degree will be required by 1954; plus the other requirements if not already acquired. If it is the applicant's intention to change positions, he must meet the above qualifications at the time he secures another position.

SUPERVISOR'S CERTIFICATES

1. Position for which issued.
 - a. Applicant must devote one-half or more of his time in supervision of a specific subject area or division of a public system.
2. Validity.
 - a. Two-year certificate provided applicant has the pattern of preparation for the five year.
 - b. Five year. Must show one year of successful teaching. No additional credits.
3. Preparation.
 - a. *Masters degree in education or in the field which he is qualified to supervise.
 - b. Professional training--15 GRADUATE quarter hours in supervision, curriculum, and methods of teaching in the fields or divisions to be supervised.
 - c. Three years of teaching experience in either the elementary or the secondary schools.
 - d. These rules do not apply if an applicant already holds the position of supervisor in any elementary or secondary school, but the masters degree will be required by 1954, plus the other requirements, if not already acquired.
 - e. *In order to qualify for the supervisor's certificate in a public school system, the applicant must hold or be eligible for a valid certificate appropriate to the field or fields which he is to supervise.

CHAPTER III

SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

Statement of the problem. The problem as stated in Chapter one was to compile in a single manuscript: (1) the minimum requirements for licenses in certain occupations in Montana; (2) to furnish the addresses of boards or persons authorized by law to supply additional information; (3) to name Montana schools, where possible, that provide the complete formal training necessary to meet the license requirements; and (4) wherever such training was not provided in Montana to meet those requirements, to name schools in nearby states providing such training.

Procedure. Much of the information contained in the study came directly from the Revised Codes of Law of Montana, 1947 as revised in 1949, and in 1951. A considerable portion was gathered from bulletins from other states dealing with the same type of problem and published for the same general purposes as the author had in starting this study. Some information was gathered directly from members of the occupational groups. The information so gathered was checked against several sources. Finding the names and addresses of secretaries of examining boards proved to be one of the more difficult problems. The memory of members of the occupations often failed them and communications from the secretary were not

always available to refresh the memory. Finding schools offering complete formal training for the professions was not difficult but a very great problem was met in finding materials giving the names of schools offering complete formal training for certain of the other occupations including trades and crafts. An unpublished manuscript by Mitchel,⁶ Outstanding Trades and Vocational Schools in the United States and its Possessions, proved to be a valuable aid in overcoming this problem.

A shortcoming obvious to the writer. The writer narrowed his field at the start of this manuscript in order that he might complete what he set out to do. However, after accomplishing his stated purpose, he viewed the whole problem from a different angle. In tying his own study with others recently made and balancing the totals against a recent census report, he senses that this study would not be completely worth while if he did not draw some conclusions and make some recommendations as a result of having made the study. This manuscript has dealt mainly with occupations that are considered professions or semi-professions. Very little emphasis has been placed on trades or crafts and some of these occupations call for extensive training and experience to

⁶James D. Mitchell, Outstanding Trades and Vocational Schools in the United States and its Possessions, Veterans Administration Guidance Center, Eastern Montana College of Education, Billings, Montana, 1947.

achieve successful entry into the occupations.

A field study made by the State Department of Public Instruction dated September 5, 1950,⁷ indicated 79.8 per cent of the students graduating from Montana high schools preferred training in vocations. If that figure is valid then the materials contained in this manuscript are of value to only about one in five students.

Conclusions and recommendations. Even for the one in five graduates of Montana high schools presumably interested in professional or semi-professional training, there is not always provided an opportunity to get the desired training within the borders of Montana. In fact, approximately half of the occupations listed in this digest require occupational entry training not completely provided by Montana institutions. A table to be found on the next page is a summary of these findings. (Table II)

Contractor, Nurseryman, Realtor, and Insurance Agent were purposely left out of this table lest the reader feel that the "Complete Formal Training not Available in Montana" column had been packed. The truth is, however, that training of both a formal and informal nature is necessary for the above mentioned occupations. Even though it is possible to enter these occupations without complete formal training,

⁷Survey of Trend in Plans of High School Graduates for Vocational and College Types of Education--Questionnaire Answered By Class of 1950, Sept. 5, 1950, State Department of Public Instruction, Helena, Montana, p. 1.

TABLE II

GROUPING OF LICENSED OCCUPATIONS WHICH SHOWS
WHETHER OR NOT COMPLETE FORMAL TRAINING
IS AVAILABLE IN MONTANA

<u>Complete Formal Training available in Montana</u>	<u>Complete Formal Training not available in Montana</u>
<u>Accountant</u>	<u>Barber</u>
<u>Architect</u>	<u>Chiropodist</u>
<u>Attorney</u>	<u>Chiropractor</u>
<u>Chauffeur</u>	<u>Dental Hygienist</u>
<u>Civil Engineer</u>	<u>Dentist</u>
<u>Cosmetologist</u>	<u>Embalmer</u>
<u>Pharmacist</u>	<u>Optometrist</u>
<u>Registered Nurse</u>	<u>Osteopath</u>
<u>Surveyor</u>	<u>Physician & Surgeon</u>
<u>Teacher</u>	<u>Plumber</u>
	<u>*Social Worker</u>

*Montana State University is preparing to offer complete formal training in this field at an early date.

some type of on-the-job training must be provided. Frequently, prospective employees are transported at their own expense or at the expense of their employer to distant points to receive training. An examination of the materials in Chapter II of this manuscript will reveal the names of schools outside the borders of Montana that provide complete formal training for entry into the afore mentioned occupations. It seems to the writer that career education for Montana youth is only partially provided within the state and perhaps a more extensive study of trades and crafts might reveal a number of Montana youth leaving Montana to get training for a selected career and failing to return.

The writer draws this tentative conclusion as a result of his own study and after a cursory examination of occupations not a part of his own stated objectives. This examination was at best only superficial but when an examination of the recent census release for Montana reveals that although Montana had a population increase of 5.6 per cent between the years of 1940 to 1950, a decline of 19.6 per cent was noted in the age group 15 to 24 years,⁸ (the years normally thought of as the career preparation period). The writer feels there must be some direct relation between the failure of the people of the State of Montana to provide complete training in more

⁸News item in the Missoula Sentinel, August 10, 1951.

occupations and the loss of youth in the age group 15 to 24 years. No national 15 to 24 age group figures were available to the writer from the recent census but he considered it significant that for the nation as a whole there was only one age group, 10 to 19, that showed a decline during the period 1940 to 1950 and that decline was 8.6 per cent⁹ or 11 per cent less than the 15 to 24 age group decline in Montana. The author thinks that a comprehensive study of the entire career preparation needs of the youth of the state should be made. He believes that a significant proportion of the youth leaving the state never to return as residents. If one in five in the age group 15 to 24 are lost to the state because of the lack of training facilities for career preparation within the borders of the state or even if some other factors not herein considered mitigate such a harsh or incomplete analysis, the writer feels duty bound to point out that the recent census release indicates 101,857 persons are in the age bracket of 5 to 14 years¹⁰ and are already started upon the educational journey to eventual career preparation. That figure represents approximately one sixth of the Montana population. A grave responsibility hangs heavily on the five to see that the one in six receives adequate preparation for living in Montana.

⁹Department of Labor, Fact Book on Manpower, Bureau of Labor Statistics, January 31, 1951, p. A-2 Table I.

¹⁰Ibid., p.

If Montana does not provide more facilities for career preparation, it seems a certainty to the writer that the states, providing such facilities, will be benefitted by receiving Montana youth (who have had twelve or more years of training in Montana schools) into their institutions providing such career training. Montana from sheer economic reasons alone should not give any state a chance to lure Montana high school graduates into another state's industries or professions because Montana desperately needs the trained youth for her future welfare.

The senior class of 1950 at Brockton had nine members. Eight planned upon higher education for selected careers. Of the eight, three will leave Montana to get career training. One of the five, remaining in Montana for training, originally desired to prepare for a career as a physician but accepted training in agriculture as a substitute when he found out that training for a career in medicine was not to be had in Montana. Montana lost a potential physician by that choice; but, perhaps would have lost the youth had he left the state to take the medical training. It is not possible to evaluate his worth to society as an agriculturalist against his worth to society as a physician but it, perhaps, is significant that the home town of the youth has no physician but has many agriculturalists.

Governor Bonner told that 1950 graduating class in a commencement address broadcast by radio to Northeast Montana: "Your grandparents endured hardships, fought wars and tapped the resources of this great state. They made it easier for you. You can still be a pioneer in Montana. This is the third largest state in the Union with the greatest natural resources of any state in the Union and only has a little over 500,000 people. Montana looks to you to unlock the potential of the state. Stay home and do the job."¹¹

To a large percentage of that class or any graduating class in Montana perhaps he should have said, "Go away and get your training and come back to Montana and help unlock the potential of this state."

In conclusion, the writer surveying his effort admits that eleven pages of materials on the occupation "Teacher" as against one or two pages for each of the other occupations has weighted his bias heavily but, even so, one in six of the population is now in the age group in Montana, needing teacher guidance, and five of the six institutions of higher education that are tax supported are training prospective teachers to meet certification requirements. All three of the major private colleges of the state train students to meet certification requirements of the teaching profession, and yet Montana has a shortage of qualified teachers, and has had such

¹¹News item in Wolf Point Herald, May 25, 1951.

a shortage for a long period. All of the other occupations depend, in some degree, upon the teaching profession to provide the youth of Montana with a general education, and depend upon the teachers to guide the students to take the courses prerequisite to specialized training for all of the rest of the occupations.

In addition to the above reasoning the writer desires to point out that besides the 101,857 persons in the age group 5 to 14 already started in education, that recent figures show that there are 72,705 persons under six years of age in Montana now as against 54,479 in 1940.¹² If the additional materials included in this manuscript help recruit any considerable proportion of Montana high school graduates into the "thankless" profession, any criticism the author receives for having expressed his bias so heavily will be surely compensated by an educational investment in the future of Montana.

¹²Mary M. Condon, Montana's Investment in Education, State Department of Public Instruction, 1950.

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