



Educator's Application for Approval of Professional Development Activities for Renewal Units

When Is Approval Required?

Approval is required when a Montana Educator wishes to receive renewal units for attending an event that is **not**:

- 1) Delivered by an approved OPI renewal unit provider; or
- 2) Approved by OPI as a single event.

If you are employed in a Montana school district and that school district is an approved provider, the school district may approve the event and issue the official OPI certificate to you.

◆ 1 hour of attendance = 1 renewal unit ◆ 1.5 hours = 1 renewal unit ◆ 1.75 hours = 2 renewal units ◆

SECTION I: Educator Information

Last Name		First Name		MI	Former Name(s)	
Address (Street, RFD, PO Box)			City	State	ZIP	E-Mail Address
SEID Number	Last 4 digits of SSN	Date of Birth	Home Phone		Work Phone	

SECTION II: Course, Conference, Workshop, Seminar or Event Information

A brochure, agenda or other material must be attached, detailing length of sessions, meal breaks and course content.

Title		Date of Activity	City/State
Renewal Units Requested:	Location of Activity (e.g., hotel or college campus)		

SECTION III: Checklist

Incomplete applications or inadequate documentation of the event will be returned without action.

- Have you completed all information on this form?
- Have you:
 - 1) Enclosed a detailed agenda, including
 - a) Length of sessions, i.e. hours
 - b) Detailed course content of sessions

SECTION IV: Requests for approval must be received by OPI a minimum of seven (7) business days prior to the beginning of the event.

<p>Step 1: Return the completed application and attachments to:</p> <p style="text-align: center;">Office of Public Instruction Attn: Educator Licensure PO Box 202501 Helena, MT 59620-2501</p>	<p>Step 2: When the event is completed:</p> <ol style="list-style-type: none"> 1. Submit documentation of your participation (most likely a certificate of completion that includes number of contact hours and a copy of your approval letter from the OPI); 2. OPI will send you an official certificate; 3. Maintain a file with your renewal unit certificates and college transcripts to be used as evidence when you apply for renewal of your Educator License.
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SECTION V: Contact us

Telephone: (406) 444-3150	Email: cert@mt.gov Web: www.opi.mt.gov/cert
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