

Professional Learning & RU Accrual: A Guide for Teachers

Manhattan Public Schools (MPS)

Overview

As educators, we are lifelong learners and engage in professional learning opportunities, annually. Professional Learning (PL)/Professional Development (PD) (both terms are used interchangeably) helps us grow our craft and expertise in the classroom and stay current on best instructional practices.

Renewal Units (RUs) are units of measure used to track our ongoing professional development (PD).

RUs are accrued annually and used for a variety of purposes:

- To complete the annual MPS requirement of 12-hours of personalized PD
- To [renew your state licensure](#) from OPI (60 RUs; every 5 years)

Please note: There are important distinctions between these categories and how RUs can be used in MPS. Please reference the descriptions below and work with your administrator, mentor and/or District Office for clarification.

RUs can be obtained many ways:

- PIR Days
- District PD offerings
- State PD offerings
- Webinars
- Regional/national conferences

In MPS, you can receive RUs for every training you attend. It is up to you to keep track of your certificates. Most RU certificates will be provided to you from the organization hosting the event. MPS is a Renewal Unit Provider and can issue certificates if, in the rare circumstance, the organization hosting the event cannot provide the certificate directly to you. We recommend storing all certificates in a dedicated folder/binder or saving digital copies into your Google Drive. You will need access to these certificates when you renew your state license from the Montana OPI.

Below, learn more about these categories:

- [Required 12-hours Personalized PD](#)
- [New Teacher Mentor Program](#)
- [PIR Days](#)
- [Resources](#)

RUs for Required 12-hours Personalized PD

Every year, all MPS teachers must complete 12-hours of personalized professional learning. This is in *addition* to PIR Day professional learning. Please view the [Manhattan Public Schools Flex PIR Plan](#) guide for more information.

Contractually, teachers are paid to complete these 12-hours during the two “MFPE (MEA and MFPE are used interchangeably) In Service” days in October. Teachers are provided these days to attend the [MFPE Educator Conference](#) or pursue other learning opportunities. If you choose not to participate in professional learning during these two October days, it is your responsibility to seek out meaningful professional learning opportunities throughout the year. All 12-hours must be accounted for and approved by your administrator prior to May 1st of each year.

Some ideas for your personalized PD:

- Attend the [MFPE Educator Conference](#) (“Flex” PIR Days in October). Each day is worth 6 RUs.
- Participate in a book study with colleagues
- Attend on-demand or live webinars
- Become a New Teacher Mentor
- Attend regional/national conferences
- Many teachers choose to design a variety of PD that combines several of these. For example: book study + webinars + articles + collaboration time with colleagues to look at student data and discuss next steps in instruction
- [Visit Montana OPI's Teacher Learning Hub](#) to view PD offerings and earn RUs

Important details:

- Teachers should select professional learning opportunities that are tied to their Professional Practice Goals to improve instructional practices
- Professional learning sessions must take place *outside* of the contractual work day
- Your personalized 12-hours must be approved by your administrator
- Professional learning must occur in 1+ hour increments (e.g., 30-minute learning does not qualify)
- MPS is a Renewal Unit Provider and can issue certificates if, in the rare circumstance, the organization hosting the event cannot provide the certificate directly to you.

FAQs:

- ★ *Can these RUs be used for my Montana license renewal? Yes!*

New Teacher Mentor Program

All first-year teachers are paired with a mentor teacher to serve as a guide and support throughout the year. Meeting with your mentor is valuable, and both mentee and mentor can earn up to 12 RUs. Simply track your time in a log with the date and length of each meeting as well as topics discussed. A complete overview of the DRAFT - New Teacher Mentor Program can be reviewed [HERE](#).

- Turn your mentor tracking sheet into your building principal prior to May 1st along with the [flex application](#).

→ RU certificate will be issued from the district office (keep a copy for your records)

FAQs:

- ★ *Can these RUs be used toward my 12-hours of personalized PD? Yes!*
- ★ *Can these RUs be used for my Montana license renewal? Yes!*

RU for PIR Days

Each year, MPS has scheduled PIR Days for District professional development. These are part of our contracted work days.

- Please refer to the [MPS School Year Calendar](#) for the current PIR Day schedule.
- Please refer to the [w District PIR DAY MATRIX 2024-2025 Manhattan Public Schools.docx](#) to view the number of RUs you can earn on each day.

Teachers can earn RUs for PIR days.

- Teachers will receive one RU certificate for the hours devoted to professional learning during PIR days throughout the year. Teachers will need to sign in to each training during PIR days. The District Office will email certificates to each person in attendance.
- There will be a maximum number of hours listed on the RU certificate. It is up to each teacher to account for the hours attended on PIR days accurately and honestly. If you were absent from PIR days, you may not claim the hours!
- Please keep copies of your RU certificates for your records.

FAQs:

- ★ *Can PIR day RUs be used toward my 12-hours of personalized PD? No, because they occur during your contracted work days.*
- ★ *Can PIR day RUs be used for my Montana license renewal? Yes!*

Resources

RUs for other professional learning

If the professional development you attend does not offer RUs or Montana OPI Renewal Units, you can ask your administrator to approve the PD for RUs. Complete [this form](#) and submit it to the District Office. A RU certificate will be issued via email.

Please note:

- There is no need to submit this form if you intend to use the PD as part of your 12-hours of Flex PD. (This PD would already have been approved by your principal—see above.)

MT OPI Teacher Licensure Renewal

- [Visit Montana OPI's Educator Licensure Site](#)
- [Visit Montana OPI's Licensure Renewal Site](#) to check the requirements for the class license you hold
- [Visit Montana OPI's Teacher Learning Hub](#) to view PD offerings and earn RUs

See the MPS [Collective Gaining Agreement](#) for more detailed information.