



# Professional Development Unit Provider System User Manual

This manual should be used to orient yourself to the Montana Office of Public Instruction (OPI) Professional Development Unit Provider System (PDUPS).

Additional information regarding approved Professional Development unit providers can be found by visiting the OPI [Professional Learning Providers website](#).

Questions regarding the Professional Development Unit Provider System (PDUPS) can be directed to [OPIPDUPS@mt.gov](mailto:OPIPDUPS@mt.gov).

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## Administrative Rules of Montana

You have been approved to provide Professional Development unit activities to Montana educators. As such, you must adhere to the Professional Development unit activities as defined in Administrative Rules of Montana (ARM) [10.55.714](#) Professional Development, [10.57.215](#) Professional Development Requirements, and [10.57.216](#) Approved Professional Development Activity.

Providers should review the [Requirements of Approved Professional Development Unit Providers](#) and the [Data Reporting Requirements of Approved Professional Development Unit Providers](#) related to interpretation of the Administrative Rules of Montana and the data requested by the OPI within PDUPS.

## Accessing the Professional Development Unit Provider System

To log into the Professional Development Unit Provider System for the first time, please follow the steps below:

1. Click the link to open the [Professional Development Unit Provider System website](#).
2. Click on “Reset password” located below the sign-in boxes.
3. Type in the domain name first, which is OPI\ and then your username \_\_\_\_\_, so OPI\\_\_\_\_\_.
4. Type in the letters you see in the box and click on Continue.
5. Verify your email address and click on Continue.
6. Retrieve your verification code from your email inbox and copy/paste or type it in.
7. Click on continue.
8. Click “Log In.” Passwords need to be a minimum of eight characters including at least one capital letter, one lowercase letter, and a numeral.

These steps should get you access into the Secure Portal and the PDUPS (formerly RUPS) system should already be in your Secure Portal. You should not have to sign into PDUPS again once you are in the Secure Portal.

These instructions are also listed underneath the sign-in under “How to Reset Your Password and Other Frequently Asked Questions.”

You will only include the domain name (the OPI\ part) when resetting your password. When you sign in after that, you will just use your username without the OPI\.

Please let us know at [OPIPDUPS@mt.gov](mailto:OPIPDUPS@mt.gov) if this process does not work.



## Reporting Events

Accurate reporting is essential and is part of your responsibility as an approved Professional Development unit provider. Please follow the steps below to report your Professional Development unit activity accurately:

1. Hover over the “Event List” and select “List Events.”
2. Click “Add Event.”
3. Fill out the following fields:
  - a. Title of the Event
  - b. Instructor Name
  - c. Description of the Event and Event Categories
  - d. Event Dates
  - e. Location (Online or City/Zip Code/State)
  - f. Hours of Instruction
4. You must return to the Professional Development Unit Provider System after the event is over to record the number of certificates issued.
  - a. Failure to return to the Professional Development Unit Provider System and record the number of certificates issued may impact an educator’s ability to renew their license.

[Video of the New User Tutorial](#) (video may refer to the Professional Development Unit Provider System (PDUPS) as the Renewal Unit Provider system - (RUPS) still: possibly not updated yet).

### Special Considerations for Reporting Online Events:

- **Event Dates for Online Courses:** If your Professional Development unit activity is an *asynchronous online course* that participants can take any time, you may use an event start and end date of one year. Please note that you will need to return to the system to report how many participants earned the certificate during the year time frame. More information about asynchronous online courses can be found at the end of this document.



## Issuing Certificates

The information you report in the “Add Event” fields will transfer to the certificate. Press “Print to PDF” to open the PDF of the certificate. The directions to issue the OPI Professional Development Unit Certificate are as follows:

1. The following fields in Section II: Instructor or Approved Provider Information are automatically filled in based upon the information you enter in the Professional Development Unit Provider System:
  - a. Title of Activity
  - b. Name of Instructor
  - c. Beginning and Ending Dates of Activity
  - d. Approved Provider Name
  - e. Provider’s Phone
  - f. Location (City, State)
  - g. Professional Development Units Earned
2. Sign (digitally or physically) the Section IV: Approved Provider Verification portion of the certificate and date it.
3. Give the certificate to the attendee. Certificates may be given electronically or on paper only to attendees who have completed the Professional Development unit activity.
4. Record the number of certificates issued during the Professional Development Unit Activity in the Professional Development Unit Provider System.
  - a. Single-Event Providers - Please fill out the form included in your Single-Event Provider Approval Letter.
5. Maintain records of Professional Development unit activities and attendees for five years following the ending date of the activities.

## Revising Existing Events

If the event end date *has not passed*, you are able to edit the Professional Development unit activity within PDUPS. To do so, please:

1. Locate the event by clicking “List Events.”
2. Press “Edit” on the row of the event.
3. Complete the edits and save.

If the event end date *has passed*, please email us the following information:

1. Your Provider name.
2. What needs to be edited.

If you have already handed out certificates, please know that the certificates provided to your event attendees will have the information that was in PDUPS at the time when the certificate was generated.



Note: Professional Development unit activities that were cancelled can be removed by emailing [OIPDUPS@mt.gov](mailto:OIPDUPS@mt.gov). If the Professional Development unit activity still occurred but no certificates were issued, please follow the normal reporting process and enter “0” for the number of certificates issued.

## Usernames and Account Access

- **Regarding Your Username:** Please do not share your username with anyone else in your organization, as there will be confidential information in some of the programs you will access.
- **Request Additional Users:** If someone is assigned to assist you with recording Professional Development units, please send a request to have that individual set up with a username of their own. You can email [OIPDUPS@mt.gov](mailto:OIPDUPS@mt.gov) with the request.
- **Revising Accounts:** If your information in the Professional Development Unit Provider System needs to be updated, please email [OIPDUPS@mt.gov](mailto:OIPDUPS@mt.gov) with the information needing revision.

## Special Considerations: Continuously Available Asynchronous Professional Development Unit Activities

Many Professional Development unit activities provided are asynchronous, and they are often available continuously or on-demand. Our suggestions for approved Professional Development unit providers in this category includes:

- **Regarding start and end dates:** If your Professional Development unit activity is continuously open, please use a start and end date of one year. You will need to return to PDUPS after the end date passes to report the number of OPI Professional Development Unit Certificates issued to Montana educators. You will also need to create a new entry in the system for the next year if the course is still open.
- **Determine how Montana educators will request the OPI Professional Development Unit Certificate:** If you have a learning management system, you may be able to program release conditions that allow the certificate to be unlocked at the conclusion of the Professional Development unit activity after the educator states he/she is from Montana. Another method is to provide directions within the course content on the person to contact within your organization who is able to create OPI Professional Development Unit Certificates using PDUPS. The key is to make sure that Montana educators requesting an OPI Professional Development Unit Certificate receive the official OPI Professional Development Unit Certificate from PDUPS, as a certificate from your organization is not officially recognized for licensure purposes.



## Special Considerations: Virtual Conferences

Virtual conferences can be unique as attendees may come and go. Oftentimes, attendees will earn varying amounts of Professional Development units, and therefore, it is recommended that every individual session have its own entry in PDUPS, instead of one entry for the entire conference.

For example, if you are hosting a conference with 12 different presenter sessions, you would want to create a certificate for each session. This allows you to easily return to the system to report the number of certificates issued per session.

Many virtual conference providers have started to place the OPI Professional Development Unit Certificate link in a session evaluation – once the session evaluation is completed and submitted, the attendee receives the link to the OPI Professional Development Unit Certificate.