



Using the Renewal Unit Provider System

This brief tutorial should be used to orient yourself to the Montana Office of Public Instruction (OPI) Renewal Unit Provider System.

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

Questions regarding the Renewal Unit Provider System can be directed to OPIRUPS@mt.gov.

Administrative Rules of Montana

Your entity has been approved to provide professional development for Montana educators. As such, your entity agrees to adhere to the professional development rules as defined in Administrative Rules of Montana (ARM) [10.55.714](#) Professional Development, [10.57.215](#) Renewal Requirements, and [10.57.216](#) Approved Renewal Activity.

Accessing the Renewal Unit Provider System

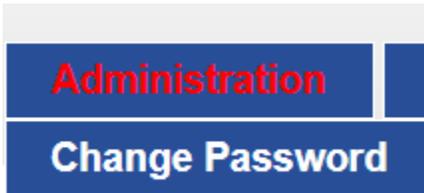
To log into the Renewal Unit Provider System for the first time, please follow the steps below:

1. Click the link to open the [Renewal Unit Provider System website](#).
2. Click on "Forgot password?" and follow the prompts to receive a temporary password. (Note: Your username was sent to you in the body of the "Approved as an OPI Renewal Unit Provider" email.)
3. You will receive an automated temporary password via email. Type your username and copy/paste the password into the password box.
4. Click "Log In."

Changing Your Password

Please change your password after you have logged in for the first time.

1. Hover over the “Administration” tab and select “Change Password.”



2. Change your password. Passwords need to be a minimum of 8 characters including at least 1 capital letter, 1 lowercase letter, and a numeral. Do not change your username.

Reporting Events

Accurate reporting is essential and is part of your responsibility as an approved OPI Renewal Unit Provider. Please follow the steps below:

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. Event Dates
 - d. Location (Building Name)
 - e. City
 - f. State
 - g. Hours of Instruction
 - h. **Academic Area** - Choose *anything* for this box (it is going away in the next redesign).
 - i. Number of Certificates (Please leave it blank until the event is over. You **MUST** return to the system to report the number of certificates awarded after the event is over.)

Special Considerations for Reporting Online Events:

- **Event Dates for Online Courses:** If your professional development opportunity 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.
- **Location (Building Name):** Online events can simply say “Online” in the Location field.
- **City and State:** The city and state for online events can be the city and state in which the company/organization/school is located.

- **Number of Certificates:** *DO NOT* estimate how many certificates you will award for your event. Please leave this field blank. You must return to the system to report the number of certificates awarded after the end date passes. Failure to return to the system and accurately report how many certificates were awarded may result in suspension of your approved renewal unit provider status. Accurate reporting from the provider helps educators renew their licenses quickly and efficiently.

Issuing Certificates

The information you report in the “Add Event” fields will transfer to the certificate. Press “Print” to open the PDF of the certificate. You may place your digital signature at the bottom of the certificate if you’d like to provide the certificate to the participant digitally.

Directions regarding the certificate are included on the back of the certificate. You do not need to collect the filled out certificate from the attendee, but please keep a roster of attendees for 5 years after the professional development opportunity ends.

Important Tips

- 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 renewal units, please send a request to have that individual set up with a username of their own. You can email OPIRUPS@mt.gov with the request.