



# Data Reporting Requirements of Approved Professional Development Unit Providers

**Please note** that all requirements, guidance, processes, and expectations outlined in this document are subject to change with the implementation and phased rollout of the new professional learning system. It is the responsibility of each approved provider to review updated guidance, monitor ongoing communications, and remain informed of current requirements as additional phases of the system are released. Providers are expected to check back regularly for updates to ensure continued compliance with all applicable expectations and procedures.

## Administrative Rules of Montana

The data collected by the Montana Office of Public Instruction (OPI) in relation to educator professional development unit activities and Professional Development Unit Providers is outlined in the Administrative Rules of Montana (ARM).

[ARM10.57.216 Approved Professional Development Activity](#) outlines the data collected by the OPI. The collected data is connected to the TeachMT System (TMT) and helps educators with their license professional development process. Accuracy of professional development unit activity data is paramount, and therefore, Approved Professional Development Unit Providers must report the data regularly to the OPI. Organizations applying to become Approved Professional Development Unit Providers should determine their capacity to engage in the reporting process as outlined below.

## Data Collected

As outlined in [ARM 10.57.216](#), following data points must be submitted to the Professional Development Unit Provider System for any professional development unit activities in which your organization issues professional development unit certificates. The data includes:

- The title of the Professional Development unit activity,
- A description of the Professional Development unit activity, including the professional learning categories matching the description,
- The start and end dates of the Professional Development unit activity,
- The location of the Professional Development unit activity,
- The number of hours the Professional Development unit activity was, and
- The number of certificates issued.

## Revising Data Entered into the Professional Development Unit Provider System

The data that is entered into the Professional Development Unit Provider System appears in the Montana State TeachMT System (TMT) . Therefore, if professional development unit activity information that already exists in the Professional Development Unit Provider System needs to be revised, please email [OIPDUPS@mt.gov](mailto:OIPDUPS@mt.gov) with the information that should be revised. This includes any Professional Development unit activities that are canceled and should no longer be used. As a provider, you can revise the number of certificates issued for a professional development unit activity as needed.

**Questions? Please contact [OIPDUPS@mt.gov](mailto:OIPDUPS@mt.gov)**