



# Data Reporting Requirements of Approved Renewal Unit Providers

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

## Administrative Rules of Montana

The data collected by the Montana Office of Public Instruction (OPI) in relation to educator renewal unit activities and renewal unit providers is outlined in the Administrative Rules of Montana (ARM). [ARM 10.57.216 Approved Renewal Activity](#) outlines the data collected by the OPI. The collected data is connected to the Montana State Educator Information System (MSEIS) and helps educators with their license renewal process. Accuracy of renewal unit activity data is paramount, and therefore, approved renewal unit providers must report the data regularly to the OPI. Organizations applying to become approved renewal unit providers should determine their capacity to engage in the reporting process as outlined below.

## Data Collected

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

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

## Revising Data Entered into the Renewal Unit Provider System

The data that is entered into the Renewal Unit Provider System appears in the Montana State Educator Information System (MSEIS). Therefore, if renewal unit activity information that already exists in the Renewal Unit Provider System needs to be revised, please email [OPIRUPS@mt.gov](mailto:OPIRUPS@mt.gov) with the information that should be revised. This includes any renewal unit activities that are cancelled and should no longer be used. As a provider, you are able to revise the number of certificates issued for a renewal unit activity as needed.