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MONTANA EDUCATORS: INSTRUCTIONS FOR PRE-APPROVAL OF PROFESSIONAL DEVELOPMENT ACTIVITIES FOR RENEWAL UNITS

Step	Action	Description of Action
1	Ensure that the course content meets requirements	<p>Renewal activities used to renew all licenses must be:</p> <p>(a) a planned and structured experience; (b) of benefit to the license holder's professional development; and (c) an exposure to a new idea or skill or an extension of an existing idea or skill.</p> <p>Check with the event sponsor. If they are already offering renewal units for the activity, pre-approval is not necessary.</p>
2	Complete and Mail an application and documentation	<p>The "Application for Pre-Approval of Professional Development Activities" is available at: www.opi.mt.gov/cert.</p> <p><u>Please allow at least 10 business days for approval. Educator Licensure cannot guarantee approval for requests received less than 10 days prior to the event.</u></p> <p>Examples of what to include:</p> <ul style="list-style-type: none"> • A complete and detailed agenda; • A brochure or website documenting the curriculum and/or course content; • A resume of the presenter.
3	Receive An approval letter from OPI	Once approved, attend the course.
4	Complete the course	Be sure to obtain evidence of completion or other documentation of attendance. The certificate should show number of hours of attendance.
5	Mail the evidence of completion to OPI	OPI will send you an official renewal unit certificate.
6	Maintain Records	Sign Section III of the certificate. File it in your professional credential file to use when you renew your license.

Additional information is available from the Educator Licensure Division

Website: www.opi.mt.gov/cert

Email: cert@mt.gov

Telephone: (406) 444-3150

*Administrative Rules governing renewal unit activity can be found on the OPI website.
 These rules are contained in Chapter 57, Rules 215, 216, 217 and 218.*