



## Single Event Provider's Application to offer Renewal Units for Professional Development Activities

### When Is Approval Required?

Approval is required when an organization wishes to offer licensed Montana educators "credit" for attending professional development activities containing meaningful content and appropriate to the license and endorsements of a license holder. If you plan to offer multiple events appropriate for renewal unit credit, please review the "Annual Provider" information at [www.opi.mt.gov](http://www.opi.mt.gov).

### SECTION I: Provider Information

Contact Person: Last Name	First Name	Name of Organization		
Mailing Address (Street, RFD, PO Box)		City	State	ZIP
E-Mail Address	Phone	Fax	Organization's website	

### SECTION II: Course, Conference, Workshop, Seminar or Event Information

*A brochure, agenda or other material must be attached, detailing length of sessions, meal breaks and course content.*

Title	Date of Activity	City/State
Renewal Units Requested:	Location of Activity (e.g., hotel or college campus)	

◆ 1 hour of attendance = 1 renewal unit ◆ 1.5 hours = 1 renewal unit ◆ 1.75 hours = 2 renewal units ◆

### SECTION III: Checklist

**Incomplete applications or inadequate documentation of the event will be returned without action.**

- Have you completed all information on this form?
- Have you: 1) Enclosed a detailed agenda, including
  - a) Length of sessions, i.e. hours
  - b) Detailed course content of sessions

**SECTION IV: Requests for approval must be received by OPI a minimum of seven (7) business days prior to the beginning of the event.**

<p><b>Step 1: Return this completed application and attachments to:</b></p> <p><b>Office of Public Instruction</b>          Attn: Educator Licensure          PO Box 202501          Helena, MT 59620-2501</p>	<p><b>Step 2: Receive approval letter:</b></p> <p>You are not authorized to offer renewal units unless you have received:</p> <ul style="list-style-type: none"> <li>• Approval letter;</li> <li>• Official OPI renewal unit Certificate; <u>AND</u></li> <li>• Completion report</li> </ul>	<p><b>Step 3: After the event is complete:</b></p> <p>Complete and return to OPI:</p> <ul style="list-style-type: none"> <li>• The "Single Event Approval Report"; <u>AND</u></li> <li>• A list of attendees</li> </ul>
--	--	---

### SECTION V: Contact us

Telephone: (406) 444-3150	Email: <a href="mailto:cert@mt.gov">cert@mt.gov</a>
Fax: (406) 444-0743	Web: <a href="http://www.opi.mt.gov/cert">www.opi.mt.gov/cert</a>