



Renewal Unit Provider System User Manual

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

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

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

Table of Contents

Administrative Rules of Montana.....	2
Accessing the Renewal Unit Provider System	2
Changing Your Password.....	2
Reporting Events.....	3
Issuing Certificates	3
Revising Existing Events	4
Usernames and Account Access.....	5
• Regarding Your Username.....	5
• Request Additional Users	5
• Revising Accounts.....	5
Special Considerations: Continuously Available Asynchronous Renewal Unit Activities.....	5
• Regarding start and end dates	5
• Determine how Montana educators will request the OPI Renewal Unit Certificate	5
Special Considerations: Virtual Conferences.....	6



Administrative Rules of Montana

You have been approved to provide renewal unit activities to Montana educators. As such, you must adhere to the renewal unit activities 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.

Providers should review the [Requirements of Approved Renewal Unit Providers](#) and the [Data Reporting Requirements of Approved Renewal Unit Providers](#) related to interpretation of the Administrative Rules of Montana and the data requested by the OPI within RUPS.

Accessing the Renewal Unit Provider System

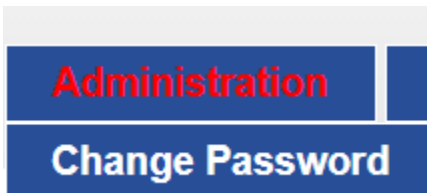
To log into the Renewal Unit Provider System for the first time, please follow the steps below:

1. Click the link to open the [Renewal Unit Provider System website](#).
2. Click on “New User? Or “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. This email will come from OPI@mt.gov.
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.



Reporting Events

Accurate reporting is essential and is part of your responsibility as an approved renewal unit provider. Please follow the steps below to report your renewal unit activity accurately:

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. Description of the Event and Event Categories
 - d. Event Dates
 - e. Location (Online or City/Zip Code/State)
 - f. Hours of Instruction
4. You must return to the Renewal Unit Provider System after the event is over to record the number of certificates issued
 - a. Failure to return to the Renewal Unit Provider System and record the number of certificates issued may impact an educator’s ability to renew their license

[Video of the New User Tutorial](#)

Special Considerations for Reporting Online Events:

- **Event Dates for Online Courses:** If your renewal unit activity 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. More information about asynchronous online courses can be found at the end of this document.

Issuing Certificates

The information you report in the “Add Event” fields will transfer to the certificate. Press “Print to PDF” to open the PDF of the certificate. The directions to issue the OPI Renewal Unit Certificate is as follows:



1. The following fields in Section II: Instructor or Approved Provider Information is automatically filled in based upon the information you enter in the Renewal Unit Provider System:
 - a. Title of Activity
 - b. Name of Instructor
 - c. Beginning and Ending Dates of Activity
 - d. Approved Provider Name
 - e. Provider's Phone
 - f. Location (City, State)
 - g. Renewal Units Earned
2. Sign (digitally or physically) the Section IV: Approved Provider Verification portion of the certificate and date it.
3. Give the certificate to the attendee. Certificates may be given electronically or on paper only to attendees that have completed the renewal unit activity.
4. Record the number of certificates issued during the Renewal Unit Activity in the Renewal Unit Provider System.
 - a. Single-Event Providers - Please fill out the form included in your Single-Event Provider Approval Letter.
5. Maintain records of renewal unit activities and attendees for five years following the ending date of the activities.

Revising Existing Events

If the event end date *has not passed*, you are able to edit the renewal unit activity within RUPS. To do so, please:

1. Locate the event by clicking "List Events"
2. Press "Edit" on the row of the event
3. Complete the edits and save

If the event end date *has passed*, please email us the following information:

1. Your Provider name
2. What needs to be edited

If you have already handed out certificates, please know that the certificates provided to your event attendees will have the information that was in RUPS at the time when the certificate was generated.



Note: Renewal unit activities that were cancelled can be removed by emailing OPIRUPS@mt.gov. If the renewal unit activity still occurred by no certificates were issued, please follow the normal reporting process and enter “0” for the number of certificates issued.

Username and Account Access

- **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.
- **Revising Accounts:** If your information in the Renewal Unit Provider System needs to be updated, please email OPIRUPS@mt.gov with the information needing revision.

Special Considerations: Continuously Available Asynchronous Renewal Unit Activities

Many renewal unit activities provided are asynchronous, and they are often available continuously or on-demand. Our suggestion for approved renewal unit providers in this category includes:

- **Regarding start and end dates:** If your renewal unit activity is continuously open, please use a start and end date of one year. You will need to return to RUPS after the end date passes to report the number of OPI Renewal Unit Certificates issued to Montana educators. You will also need to create a new entry in the system for the next year if the course is still open.
- **Determine how Montana educators will request the OPI Renewal Unit Certificate:** If you have a learning management system, you may be able to program release conditions that allow the certificate to be unlocked at the conclusion of the renewal unit activity after the educator states he/she is from Montana. Another method is to provide directions within the course content on the person to contact within your organization that is able to create OPI Renewal Unit Certificates using RUPS. The key is to make sure that Montana educators requesting an OPI Renewal Unit Certificate receive the official OPI Renewal Unit Certificate from RUPS as a certificate from your organization is not officially recognized for licensure purposes.



Special Considerations: Virtual Conferences

Virtual conferences can be unique as attendees may come and go. Oftentimes, attendees will earn varying amounts of renewal units, and therefore, it is recommended that every individual session have its own entry in RUPS, instead of one entry for the entire conference.

For example, if you are hosting a conference with 12 different presenter sessions, you would want to create a certificate for each session. This allows you to easily return to the system to report the number of certificates issued per session.

Many virtual conference providers have started to place the OPI Renewal Unit Certificate link in a session evaluation – once the session evaluation is completed and submitted, the attendee receives the link to the OPI Renewal Unit Certificate.