

OPI Teacher Renewal Units Process

Student or entity interested in earning OPI Teacher Renewal Units for an event/workshop/class.

Entity submit the form for an event/workshop/class

Form is reviewed for content/criteria and hours

Entity is notified of approval;

- Attendance roster provided; event monitored for participation; attendance roster returned
- Information entered on OPI
site <https://apps.opi.mt.gov/RenewalUnits/frmLogin.aspx?ReturnUrl=%2fRenewalUnits%2ffroligin.aspx%3freturnurl-%2frenewalunits&returnurl-/renewalunits>
- Certificates printed, signed and sent to participant
- Participant submits to OPI for educator licensure renewal or reinstatement

Student interested in earning OPI Teacher Renewal Units for event/workshop/class.

- Student notifies Continuing Education to request TRU.
- Instructor monitors attendance
- Attendance roster is returned
- Information entered on OPI
site <https://apps.opi.mt.gov/RenewalUnits/frmLogin.aspx?ReturnUrl=%2fRenewalUnits%2ffroligin.aspx%3freturnurl-%2frenewalunits&returnurl-/renewalunits>
- Certificates printed, signed and sent to participant
- Participant submits to OPI for educator licensure renewal or reinstatement

Continuing Education Units

- Method of recording non-credit education and training.
- Student requests Continuing Education Units (resume, education/work history, for job promotion)
- Continuing Education Staff determine hours of contact to award Continuing Education Units



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**Office of Public Instruction
Renewal Unit Course Information**

Title: _____

Semester, Dates & Times: _____

Location: _____

Daily Itinerary/ Time Schedule (show breaks/lunch time): _____

Description:

Learning Objectives:

Resources: – Instructor Information:

Recommended Reading

Evaluation:

Renewal Units: _____

Approved by: _____ Date: _____