

Designated Fee  
Continuing Education Units for In-Service Teachers  
Fee request explanation

The Office of Public Instruction (OPI) requires in-service teachers to earn four college credits over a five-year period to maintain their teaching certification. Teachers are allowed to count up to 15 renewal units toward one of the required credits. One college credit is equivalent to 15 renewal units.

Montana Western is approved by the OPI to certify renewal units in lieu of college credit. Normally this option is not advertised, but instructors and in-service teachers do request the option. Montana Western submits an annual renewal unit provider report to the OPI. In fiscal year 2007, Montana Western certified 222 renewal credits. Thirty renewal units were certified in 2008; zero in 2009.

Most in-service training opportunities are offered for extension credit at the rate of \$115 per credit. At the per unit rate of \$7, 15 renewal units cost \$10 less than one extension credit. In-service teachers elect a credit or renewal unit option and are charged accordingly. The fee, just as the extension fee, is necessary to cover instructional and administrative costs.

Montana Western has charged \$7 per credit for numerous years. It was an oversight that these fees were never formerly requested for Board of Regents approval. Although this is a new few request, it is a long-standing practice.