



Certificate of Renewal Units Earned for Professional Development Activities

SECTION I: PARTICIPANT INFORMATION

Last Name _____ First Name _____ Middle Initial _____
SEID Number _____ Maiden or Former Name _____ Birth Date _____
Address _____ State _____ Zip Code _____

SECTION II: INSTRUCTOR OR APPROVED PROVIDER INFORMATION

Title of Activity 2023 MSMTA "Creative Collaborations"
Fall Conference Beginning Date of Activity 11/2/2023
Name of Instructor Dr. Jensina Oliver and Dr. Kay Savislak Ending Date of Activity 11/4/2023
Approved Provider Name Montana State Music Teachers
Association Provider's Phone (406)750-7402
Location (City, State) Kalispell, MT Renewal Units Earned 10

SECTION III: AFFIDAVIT -- SIGNED BY THE PARTICIPANT

I, (signature) _____, swear/affirm that I have earned _____
renewal units for attendance at this activity. I am not applying for college or university credit for this program.

I further certify (or declare) under penalty of perjury under the laws of the State of Montana that the foregoing is true
and correct. The intentional misrepresentation of a material fact on this form subjects the holder to revocation of
his/her educator license pursuant to 20-4-110, Montana Code Annotated.

***THIS FORM IS TO BE HELD BY THE LICENSE HOLDER FOR USE TO RENEW OR REINSTATE A MONTANA EDUCATOR
LICENSE.
NO OTHER ENTITY IS REQUIRED TO MAINTAIN YOUR RENEWAL UNIT RECORDS.***

SECTION IV: APPROVED PROVIDER VERIFICATION

When signed by the approved provider or designee, this form serves as a transcript documenting valid renewal units
as required for renewal of educator licenses.

Provider Signature _____ Date _____

INSTRUCTIONS AND INFORMATION FOR COMPLETING A RENEWAL UNIT CERTIFICATE

FOR THE PARTICIPANT:

1. Inspect the certificate for accuracy and completeness. Incomplete forms are not acceptable for license renewal.
2. Fill out Section I: Participant Information.
3. Sign the certificate and indicate the number of renewal units earned in Section III: Affidavit -- Signed by the Participant.
4. Maintain the original copy of this certificate. The original may be required for certain Licensure processes. It is recommended that you keep a copy of all application materials submitted for license renewal/reinstatement. It is particularly important that you keep a copy of each Renewal Unit Certificate in case of an audit of renewal applications or provider records is initiated.
5. The licensee is solely responsible for retaining the renewal unit certificate.

FOR THE APPROVED RENEWAL UNIT PROVIDER:

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 participant. Certificates may be given electronically or on paper only to participants 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 participants for five years following the ending date of the activities.