



Billings Public Schools

Application for Approval of Renewal Units

Approval Information

Approval is required when renewal units are not delivered by an approved OPI provider.

1 course hour = 1 renewal unit - 1.5 course hours = 1 renewal unit - 1.75 course hours = 2 renewal units

Instructions

1. Download form and fill out digitally using fillable fields. **No handwritten forms, please.**
2. Obtain course syllabus or agenda
3. Email **both** items to weidichm@billingschool.org
4. Receive approval email from Maria Weidich

Section I: Educator Information

Last Name	First Name		Date of Birth
Address	City	State	Zip Code
School	Phone	Email	

Section II: Course Information

Course Title	Course Dates
Course Location	Renewal Units Requested

Section III: Checklist

Download form and fill out digitally using fillable fields

Obtain course agenda or syllabus

Email **both** documents to weidichm@billingschools.org

Section IV: Contact Information

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Maria Weidich, Secretary to the Director
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Email: weidichm@billingschools.org

Section V: Approval

Approved by: _____ Date _____