Bozeman Public Schools
Salary Step Up
Quick Guide

It takes **15 credits** to "Step Up," or move across the pay scale to the next "Step."

Out of the 15 credits, **7.5 must be college quarter credits**. The remaining 7.5 credits can either be more college credits or **75 renewal units** (CEU's). The only renewal units you can not use for Step Up are ones that you earned on a contract day, **except** if you perform your twelve individualized PD hours AND attend the MEA-MFT Educators' Conference in the fall.

7.5 college quarter credits

One semester credit = 1.5 quarter credits

A three credit class at MSU, for example, is equivalent to 4.5 quarter credits.
You need a total of 5 semester credits to equal the 7.5 quarter credits needed.

3 semester credits x 1.5 = 4.5 quarter credits
2 semester credits x 1.5 = 3 quarter credits
_____

TOTAL 7.5 quarter credits

75 renewal units (OR 7.5 more college credits)

Save all of your documentation earned for OPI teacher certification renewal. You will need this info every five years to renew your licence. This is different than the "step up" process. With the exception of the annual district PD, all CEU's may be used toward the 75 renewal units.

10 OP renewal units = 1 credit
15 OPI renewal units = 1 semester credit
1 hour or attendance at a workshop = 1 OPI renewal unit

10 x 7.5 = 75 credits