



Washtenaw Intermediate School District

State Board-Continuing Education Unit Guide



Revised August 2009

State Board Continuing Education Units (SB-CEUs)

WISD adapted this guide from the Michigan Department of Education and Oakland Schools to assist staff development coordinators that wish to offer SB-CEUs to their event participants. Educators can find this guide at www.wash.k12.mi.us.

What are SB-CEUs?

State Board-Continuing Education Credits (SB-CEUs) are State Board-approved inservice, workshop, training, or conference credit units that are used for the renewal of selected certificates issued by the Michigan Department of Education.

Significance of SB-CEUs

For teachers, administrators and education paraprofessionals, a record of SB-CEUs taken is an excellent item to include in a portfolio or as an attachment to a resume.

For certificate renewal, teachers, school psychologists, or administrators who hold the following certificates must obtain 18 SB-CEUs, six approved college credits, or a combination of both every five years:

- Professional Education Certificate
- Occupational Education Certificate
- School Psychologist Certificate

Note:

School administrators are not issued an administrator's certificate. However, they are required to complete 18 SB-CEUs, six semester hours, or a combination of both every five years for continued employment.

Qualifying Programs for SB-CEUs

Qualifying programs for SB-CEUs include training sessions with a minimum of three hours and 15 minutes of instruction (not including breaks and meals) and workshops or conferences held by professional organizations for which SB-CEUs have not been applied for by the sponsoring organization, but for which you would like to obtain SB-CEUs for yourself.

Workshops and Conferences

In order to receive SB-CEU approval for a training session, the event coordinator and/or presenter must submit to the Washtenaw Intermediate School District (WISD) SB-CEU Coordinator a completed SB-CEU application no less than 30 days prior to the start of the program. The application must have attached the FINAL timed program agenda.

If you are planning to attend a workshop or conference being held by an organization and the sponsoring group is not offering SBCEUs, you can apply for individual SBCEUs for that workshop/conference. You can apply for SB-CEUs only if the sponsoring organization has NOT applied for SBCEUs. Submit an SB-CEU program application to the Washtenaw Intermediate School District (WISD) SB-CEU coordinator no less than 30 days prior to the start of the program. Submitting an application does not guarantee MDE approval.

Professional Activities Eligible for SB-CEUs

The Michigan Department of Education provides approved SB-CEU program numbers for several non-traditional professional development activities. The following non-traditional professional development activities are eligible for SB-CEUs:

- New Principal/Administrator Mentor
- New Teacher Mentor
- Supervising a Student Teachers/Intern
- Supervising a School Counselor or Psychologist
- Serving on a PA 25 School Improvement Team (school or district level)
- Serving on a School Committee

A maximum of 9.0 SB-CEUs earned in each activity in a five-year period renewal period can be used toward certificate renewal.

Criteria for Non-Traditional Professional Development Activities

Mentoring a New Principal

Maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal

Criteria for Eligibility

1. An assigned mentoring principal must mentor for at least a full school year.
2. A new principal mentor must submit to the superintendent for evaluation the goals, objectives, and an evaluation of the mentoring process for the application period.
3. Three (3.0) SB-CEUs may be earned for a full school year.
4. The signature of the district superintendent on the verification form will serve as confirmation of review of the evaluation and the successful completion of the mentoring assignment.
5. Send completed forms and with original signatures and \$10.00 to WISD SB-CEU coordinator within 30 days.

New Teacher Mentor

Maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal

Criteria for Eligibility

1. Three (3.0) SB-CEUs may be earned for serving as a mentor teacher to a new teacher for at least a full semester of an academic year.
2. A new teacher mentor must submit to the building principal an evaluation of the mentoring process for the application period.
3. The signature of the building principal on the verification form will provide verification of review of the evaluation and the successful completion of the professional development assignment.
4. Send completed forms and with original signatures and \$10.00 to WISD SB-CEU coordinator within 30 days.

Supervising a Student Teacher/Teacher Intern

Maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal

Criteria for Eligibility

1. Three (3.0) SB-CEUs may be earned by a supervising teacher who supervises a student teacher/teacher intern for a university/college determined placement period of not less than 8 weeks.

2. A supervising teacher must prepare and submit to the building principal and/or the teacher preparation institution's representative an evaluation of the student teacher/teacher intern's performance.
3. The signature of the building principal on the verification form will provide verification of review of the evaluation and the successful completion of the professional development assignment.
4. Send completed form with original signatures and \$10.00 to WISD SB-CEU coordinator.

Supervising a School Counselor/Psychologist Required Practicum/Internship

Maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal

Criteria for Eligibility

- a. Three (3.0) SB-CEUs may be earned for supervising a school counselor for a full placement period of not less than 8 weeks.
- b. Three (3.0) SB-CEUs may be earned for supervising a preliminary school psychologist certificate holder for not less than 8 weeks.
- c. A supervising counselor/psychologist must provide documentation of being assigned to serve as a supervising counselor/school psychologist to the building principal along with an evaluation of the supervision process for the application period.
- d. The signature of the building principal on the verification form will provide verification of review of the evaluation and the successful completion of the professional development assignment.
- e. Send completed form with original signatures and \$10.00 to the WISD SB-CEU coordinator.

Serving on a K-12 School Improvement Team (School or District Level)

Maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal

Criteria for Eligibility

- a. Three (3.0) SB-CEUs may be awarded for participation on a School Improvement Team for a full school year.
- b. The candidate must be an active member of the local or intermediate school board approved Public Act 25 School Improvement Team.
- c. At least six meetings must be scheduled and the candidate must participate in $\frac{3}{4}$ of the scheduled School Improvement Team meetings, but not less than six meetings.
- d. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
- e. The building principal must send to the SB-CEU coordinator within 30 days of the last meeting: 1) all verification forms, 2) sign-in sheet(s) for each meeting, and 3) a copy of the agenda for each meeting
- f. For each participant, include payment of \$10.00

Serving on a School Committee

Maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal

Criteria for Eligibility

- a. Three (3.0) SB-CEUs may be earned for a full school year. Partial credit is not allowed. An applicant cannot earn more than 3 SB-CEUs per school year, regardless of the number of different assigned committees. Partial credit is not allowed. Mixing and matching of committee meetings is not allowed.
- b. School committees must meet a minimum of six times during the school year.
- c. Participants must have verified attendance at a minimum of $\frac{3}{4}$ of the scheduled committee meetings, but not less than six meetings, to be eligible for SB-CEUs.

- d. The signature of the committee chairperson on the verification form will provide verification of the successful completion of the committee's activities.
- e. The building principal must send to the SB-CEU coordinator within 30 days of the last meeting: 1) all verification forms, 2) sign-in sheet(s) for each meeting, and 3) a copy of the agenda for each meeting
- f. For each participant, include payment of \$10.00.

SB-CEU Program Application

Important Things to Remember

- Instructional hours do not include welcomes, breaks, lunch, registration, evaluation, conducting tests, or business/committee meetings. Instructional hours may include a fifteen minute overview of the days' activities at the beginning of the program and a fifteen minute question and answer session at the end.
- All SB-CEU Program Approval Applications submitted to the WISD SB-CEU coordinator must include:
 - A completed application
 - An agenda for each day of the program with start, end, break and lunch (all non-instructional) times designated
 - Information for each presenter
 - Applications must be submitted to WISD SB-CEU coordinator no less than 30 days before the first day of the training program.
 - Each application submitted can request approval for only one SB-CEU program. The identical program may be offered more than once and can be included on the same application (as separate offering of the same program).

SB-CEU Workshop/Conference Application Timeline

Important Things to Remember

- No less than 30 days before the first day of the session, submit the completed SB-CEU Application, program agenda(s), and presenter information sheet to the WISD SB-CEU coordinator.
- Within the next ten days, the WISD SB-CEU coordinator will submit the completed application to the Michigan Department of Education (MDE) for approval.
- Within one week, the WISD SB-CEU coordinator receives an approval and a course number from MDE.
- WISD staff will send to the program monitor the SB-CEU paperwork packet.
- For non-WISD events, or WISD events hosted away from the S. Wagner Road campus, the program monitor is responsible for participant sign-in and sign-out, collection of SB-CEU fees, completion of the necessary forms, and returning all documentation and fees to the WISD SB-CEU coordinator. For WISD-sponsored events, Staff Development Services will manage sign-in/out, collect fees and forms.
- The program monitor returns the completed paperwork and funds to the WISD SB-CEU coordinator no later than 30 days after the last session of the course/training event.
- The WISD SB-CEU coordinator will verify and record SB-CEU credit within 30days of receiving the paperwork. WISD staff will send certificates of completion to program participants meeting the criteria for SB-CEU credit through the US Mail.

Transcripts

SB-CEU transcripts show the SB-CEUs awarded through WISD for a five-year period.

To request a transcript email the WISD SB-CEU coordinator, Cheryl Taylor at ctaylor@wash.k12.mi.us.

Unofficial (unsigned transcripts) will be returned via confidential email. Official, signed transcripts are sent through the US Mail. There is no charge for transcripts. Please allow approximately 60 days from the completion of the last day of the program taken in order to include all credits earned. Make transcript requests by mid-May if needed for your district or certificate renewal in June.

State Board Continuing Education Unit (SB-CEU) Program

Q&A

1. Can I get an extension on my professional education (advanced) certificate renewal?
Answer: No. Certificates expire June 30 and cannot be renewed until the requirement is met.
2. How long does it take to receive my new certificate?
Answer: It will take about 4 weeks for review and processing. Once your application has been processed, you will receive a billing statement in the mail. Mail your payment and once payment is received, your new certificate will be issued to you. You can begin to earn SB-CEUs and/or semester credit hours after the issue date listed on the front of your certificate.
3. I didn't request SB-CEUs for offerings in the past and I would like to have them awarded now to use for renewal. How do I go about requesting them?
Answer: If you did not request SB-CEUs at the time of the offering, they cannot be requested now. All SB-CEU records are closed 30 days after the end date of the offering.
4. Where can I find approved SB-CEU offerings that are on-line?
Answer: All on-line SB-CEU offerings can be found at the SB-CEU website (http://www.solutionwhere.com/mi_sbceu) Go to "Courses by Category". Use the dropdown menu to find "On-line". There are many on-line offerings from which to choose. The listing of all approved offerings is updated daily as sponsors submit offerings for approval.
5. Where do I find my local SB-CEU sponsor?
The SB-CEU website (http://www.solutionwhere.com/mi_sbceu) lists all currently approved sponsors in alphabetical order. At the website, click on the word "Sponsors" and the listing will populate.
6. Where can I find all my SB-CEUs? I was issued SB-CEUs by more than one SB-CEU sponsor.
Answer: All SB-CEU certificates of completion have the required information to complete the renewal application. It is your responsibility to maintain this documentation until it is time to renew.

The Michigan Department of Education (MDE) does not have a central registry for SB-CEUs. It will be necessary for you to contact the SB-CEU sponsor of the offering and request a transcript.
7. What documents do I send with my renewal application?
Answer: None. All information contained on SB-CEU certificates of completion and college/university transcripts is transferred to the renewal application. No documents are submitted to the MDE with the renewal application. You must keep this documentation in case of audit by the MDE.
8. Am I required to use graduate level credits for renewal?
Answer: No. Credits from any accredited Michigan college/university (including Michigan community colleges) are eligible to be used toward renewal. Please refer to the reverse side of your teaching certificate.
9. I have SB-CEUs and semester credit hours. How do I calculate that?
Answer: 3 SB-CEUs equates to 1 semester credit hour (3:1 ratio).

10. Can I use out-of-state semester credit hours toward renewal of my certificate?
Answer: Yes, but the semester credit hours must be obtained from an approved teacher preparation institution in that state.
11. Can I send in my renewal application if I haven't met the requirements but will?
Answer: No. The application will be sent back to you to return when the requirements are met.
12. Can I teach if I don't have a current license?
Answer: No.
13. Is there a website where I can verify my certification?
Answer: <https://mdoe.state.mi.us/teachercert/>
14. Where can I find the renewal application?
Answer: http://www.michigan.gov/mde/0,1607,7-140-6530_5683_5708---,00.html
15. What is the website for the Office of Professional Preparation Services (teacher certification information)?
Answer: http://www.michigan.gov/mde/0,1607,7-140-6530_5683---,00.html
16. What is the cost for renewal?
Answer: http://www.michigan.gov/mde/0,1607,7-140-6530_5683_14796-32154--,00.html
17. I want to take courses at an approved teacher preparation institution. Where can a listing be located?
Answer: <https://mdoe.state.mi.us/proprep/Colleges.asp>
18. How are professional development hours calculated?
Answer: Please find the information in the Teaching Certification Reference Manual http://www.michigan.gov/documents/cert_update_manual_2006_171904_7.pdf
19. Who can I contact if I have further certification questions?
Answer: Contact staff in the Office of Professional Preparation Services http://www.michigan.gov/mde/0,1607,7-140-6530_5683_14795-22288--,00.html
20. Visit the entire Michigan Department of Education website at <http://www.michigan.gov/mde>

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SB-CEU PARTICIPANT VERIFICATION FORM FOR MENTOR TEACHER/SUPERVISING TEACHER

This form should be completed for eligible participants to receive State Board-Continuing Education Units (SB-CEUs) for participation in one of the following activities (please check one):

- Serving as a mentor teacher**
- Serving as a new principal mentor**
- Serving as a supervising teacher**

**** A maximum of 9.0 SB-CEUs earned in each activity in a five-year renewal period can be used toward advanced certificate and/or administrator renewal.**

A completed copy of this form must be filed with the SB-CEU sponsor **no more than 30 calendar days after the end date of the activity.**

(Type or Print)

Name:	Home Address:
Name of School District Where Employed:	
Name of School Where Assigned:	
Name of Assignee:	<input type="checkbox"/> New Teacher <input type="checkbox"/> New Principal <input type="checkbox"/> Student Teacher
Beginning Date of Professional Activity:	Completion Date of Professional Activity:
Form must be received within 30 days of this date	

Mentor/Supervising Teacher's/Principal's Signature _____
Date

- I certify the criteria to receive SB-CEUs for the above activity has been met and the required evaluation/documentation pertaining to the activity has been reviewed. This documentation is
- on file for review on file with the teacher preparation institution

Building Principal's Signature/District Superintendent _____
Date

-
- Teacher provided with completed copy.

SB-CEU Coordinator's Signature _____
Date

SB-CEU Program Approval Number _____
Number of SB-CEUs Awarded

A COMPLETED COPY OF THIS FORM SERVES AS VERIFICATION OF SB-CEUs

Advisory: It is a criminal offense to use or attempt to use a State Board of Education Continuing Education Unit (SB-CEU) transcript or certificate of completion that is fraudulently obtained, altered, and/or forged to obtain and/or maintain school administrator, teacher and/or school psychologist certification or other State Board approval.

A. Supervision of **Student Teacher/Teacher Intern (maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal)**

Criteria for Eligibility

5. Three (3.0) SB-CEUs may be earned by a supervising teacher who supervises a student teacher/teacher intern for a university/college determined placement period of not less than 8 weeks.
6. A supervising teacher must prepare and submit to the building principal and/or the teacher preparation institution's representative an evaluation of the student teacher/teacher intern's performance.
7. The signature of the building principal on the verification form will provide verification of review of the evaluation and the successful completion of the professional development assignment.
8. Send completed form with original signatures and \$10.00 to WISD SB-CEU coordinator.

B. New **Teacher Mentor (maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal)**

Criteria for Eligibility

5. Three (3.0) SB-CEUs may be earned for serving as a mentor teacher to a new teacher for at least a full semester of an academic year.
6. A new teacher mentor must submit to the building principal an evaluation of the mentoring process for the application period.
7. The signature of the building principal on the verification form will provide verification of review of the evaluation and the successful completion of the professional development assignment.
8. Send completed form with original signatures and \$10.00 to WISD SB-CEU coordinator.

C. New **Principal Mentor (maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal)**

Criteria for Eligibility

6. An assigned mentoring principal must mentor for at least a full school year.
7. A new principal mentor must submit to the superintendent for evaluation the goals, objectives, and an evaluation of the mentoring process for the application period.
8. Three (3.0) SB-CEUs may be earned for a full school year.
9. The signature of the district superintendent on the verification form will serve as confirmation of review of the evaluation and the successful completion of the mentoring assignment.
10. Send completed form with original signatures and \$10.00 to WISD SB-CEU coordinator.

A complete listing of currently approved SB-CEU sponsors and offerings can be found at:

http://www.solutionwhere.com/mi_sbceu

Supervision of School Counselor/Psychologist Required Practicum/Internship (maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal)

Criteria for Eligibility

- a. Three (3.0) SB-CEUs may be earned for supervising a school counselor for a full placement period of not less than 8 weeks
- b. Three (3.0) SB-CEUs may be earned for supervising a preliminary school psychologist certificate holder for not less than 8 weeks.
- c. A supervising counselor/psychologist must provide documentation of being assigned to serve as a supervising counselor/school psychologist to the building principal along with an evaluation of the supervision process for the application period.
- d. The signature of the building principal on the verification form will provide verification of review of the evaluation and the successful completion of the professional development assignment.
- e. Send completed form with original signatures and \$10.00 to the WISD SB-CEU coordinator.

A complete listing of currently approved SB-CEU sponsors and offerings can be found at:

http://www.solutionwhere.com/mi_sbceu



SB-CEU PARTICIPANT VERIFICATION FORM FOR PARTICIPATION ON AN APPROVED SCHOOL IMPROVEMENT TEAM

This form should be completed for eligible participants to receive State Board-Continuing Education Units (SB-CEUs) for participation in one of the following activities (please check one):

- Member of school's approved Public Act 25 school improvement team.**
- Member of school district's approved Public Act 25 school improvement team.**

****A maximum of 9.0 SB-CEUs earned in each activity in a five-year renewal period can be used toward advanced certificate and/or administrator renewal.** SB-CEUs are issued for participation in one committee activity only per school year, regardless the number of committees on which a participant serves.**

A completed copy of this form must be filed with the SB-CEU sponsor **no more than 30 calendar days after the end date of the activity.**

(Type or Print)

Name:	Home Address:
Name of School District Where Employed:	
Name of School Where Assigned:	
Number of Meetings Scheduled:	Number of Meetings Attended:
Beginning Date of Serving on School Improvement Team:	Completion Date of Serving on School Improvement Team: Form must be received within 30 days of this date

Participant's Signature

Date

Committee Chairperson's Signature

Date

-
- Teacher provided with completed copy.

SB-CEU Coordinator's Signature

Date

Program Approval Number

Number of SB-CEUs Awarded

A COMPLETED COPY OF THIS FORM SERVES AS VERIFICATION OF SB-CEUs

Advisory: It is a criminal offense to use or attempt to use a State Board of Education Continuing Education Unit (SB-CEU) transcript or certificate of completion that is fraudulently obtained, altered, and/or forged to obtain and/or maintain school administrator, teacher and/or school psychologist certification or other State Board approval.

Serving on a K-12 School Improvement Team (maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal)

Criteria for Eligibility

- a. Three (3.0) SB-CEUs may be awarded for participation on a School Improvement Team for a full school year.
- b. The candidate must be an active member of the local or intermediate school board approved Public Act 25 School Improvement Team.
- c. At least six meetings must be scheduled and the candidate must participate in $\frac{3}{4}$ of the scheduled School Improvement Team meetings, but not less than six meetings.
- d. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
- e. **The building principal must send to the SB-CEU coordinator within 30 days of the last meeting: 1) all verification forms, 2) sign-in sheet(s) for each meeting, and 3) a copy of the agenda for each meeting**
- f. For each participant, include payment of \$10.00

A complete listing of currently approved SB-CEU sponsors and offerings can be found at:

http://www.solutionwhere.com/mi_sbceu



SB-CEU PARTICIPANT VERIFICATION FORM FOR PARTICIPATION ON AN APPROVED SCHOOL COMMITTEE

This form should be completed for eligible participants to receive State Board-Continuing Education Units (SB-CEUs) for participation on a School Committee.

*****A maximum of 9.0 SB-CEUs earned in this activity in a five-year renewal period can be used toward advanced certificate and/or administrator renewal.** SB-CEUs are issued for participation in one committee activity only per school year, regardless the number of committees on which a participant serves.***

A completed copy of this form must be filed with the SB-CEU sponsor **no more than 30 calendar days after the end date of the activity.**

(Type or Print)

Name:	Home Address:
Name of School District Where Employed:	
Name of School Committee:	
Number of Meetings Scheduled:	Number of Meetings Attended:
Beginning Date of Serving on a School Committee:	Completion Date of Serving on School Committee:
Form must be submitted within 30 days of this date	

Participant's Signature

Date

I certify the criteria to receive SB-CEUs for serving on a School Committee has been met.

Committee Chairperson's Signature

Date

 Participant provided with completed copy.

SB-CEU Coordinator's Signature

Date

Program Approval Number

Number of SB-CEUs Awarded

A COMPLETED COPY OF THIS FORM SERVES AS VERIFICATION OF SB-CEUs

Advisory: It is a criminal offense to use or attempt to use a State Board of Education Continuing Education Unit (SB-CEU) transcript or certificate of completion that is fraudulently obtained, altered, or forged to obtain and/or maintain school administrator, teacher and/or school psychologist certification or other State Board approval.

School Committee Meetings (maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal)

Criteria for Eligibility

- a. Three (3.0) SB-CEUs may be earned for a full school year. Partial credit is not allowed. An applicant cannot earn more than 3 SB-CEUs per school year, regardless of the number of different assigned committees. Partial credit is not allowed. Mixing and matching of committee meetings is not allowed.
- b. School committees must meet a minimum of six times during the school year.
- c. Participants must have verified attendance at a minimum of $\frac{3}{4}$ of the scheduled committee meetings, but not less than six meetings, to be eligible for SB-CEUs.
- d. The signature of the committee chairperson on the verification form will provide verification of the successful completion of the committee's activities.
- e. **The building principal must send to the SB-CEU coordinator within 30 days of the last meeting: 1) all verification forms, 2) sign-in sheet(s) for each meeting, and 3) a copy of the agenda for each meeting**
- f. For each participant, include payment of \$10.00.

A complete listing of currently approved SB-CEU sponsors and offerings can be found at:

http://www.solutionwhere.com/mi_sbceu

SB-CEU Program Approval Application Instructions

Read all of the instructions before completing the application. PLEASE COMPLETE THE ENTIRE FORM; SAVE A COPY OF THE FORM, AND E-MAIL IT TO gderr@wash.k12.mi.us

Application must have a minimum of three hours of training excluding break time(s).

SB-CEU Program Approval Application Form Descriptions:

1. Program Number To be completed by WISD
2. Number of SB-CEUs You can complete the number of SB-CEU(s) by dividing the number of contact hours (instructional training hours) by the number 10 and indicating it to the tenth decimal place (i.e. 1.0, .5, 2.4), any part of an hour (half-hour, fifteen minutes, etc.) will be **rounded down**. Applications may have a minimum of three hours excluding a break. There **MUST** be a 10-15 minute break for every 2.5 hours of instructional training.
3. Program Title Title must be 45 characters or less due to data input restrictions.
4. Number of Presenters Must be at least 1 and is limited to 99.
5. Conference Conference SB-CEU(s) are available for up to and including 25 verifiable instructional (contact) hours. Enter **YES** if it is structured like an annual conference with breakout sessions at different times. Enter **NO** if it is a traditional workshop or training session.
6. Contact Hours The actual time used for instruction. One contact hour equals 60 minutes. Do **NOT** count the welcome, breaks, lunch, dinner speeches, homework, preparation time, registration, or similar non-instructional activities.
7. Beginning & End Dates List each program offering in chronological order, showing the beginning and end dates for each.

Program Location Enter the county in which the program/training will take place.
8. New Program Offering Enter one (1), if the entire training program will be offered once. Every repetition of the same training will be considered another offering. All offerings must provide the same number of instructional (contact hours) and number of SB-CEU(s).
9. Program Update Include program approval number if you are updating a program that has already been approved.
10. College Credit If the program is also offered for college credit, provide the name of the college, contact person, contact person telephone number, and number of college credits for which the program is approved. **You must attach in writing a statement from the college that the college is aware of, and approves, the program being offered for SB-CEUs. Following the program, the instructor must provide in writing the names of all participants that fully met all program requirements.**
11. Originating District The name of the district submitting the application to WISD for pre-approval.
12. Contact Person Provide the name of the person responsible for the program and SB-CEUs.
13. Phone Number Provide the phone number of the person responsible for the program and SB-CEUs.
14. Program Descriptors Using the attached list, select one or two codes that best describe the training.



Washtenaw Intermediate School District

Program Approval Application for State Board-Continuing Education Unit

Adapted from Oakland Schools form

Sponsor Name: Washtenaw ISD Phone: 734-994-8100 Sponsor ID: 81000

Today's Date: _____

Select One:

New

This is the first time this is being offered for SB-CEUs.

Update

This application is for an additional offering of a previously approved program.

9. MDE Program Number: _____

(Please provide program number if you have it)

1. Program Number: To be completed by Washtenaw ISD

2. Number of SB-CEU(s): _____

3. Program Title: (Please limit to 45 characters): _____

4. Number of Presenters: _____ (at least 1, no more than 99)

5. Conference (with breakout sessions): Yes No

6. Total Instructional (Contact) Hours: _____

7. Beginning & End Dates and Program Location:

	BEGINNING DATE (M/D/YY)	ENDING DATE (M/D/YY)	COUNTY CODE (WASHTENAW IS 81)
01			
02			
03			
04			
05			
06			

8. New Program Offering: _____

10. College Credit: Is this program offered for college credit? Yes No # of credit _____

If yes, name of institution: _____

Contact name: _____

Contact phone number: _____

If the program is also offered for college credit, provide the name of the college, contact person, contact person telephone number, and number of college credits for which the program is approved. You must attach in writing a statement from the college that the college is aware of, and approves, the program being offered for SB-CEUs. Following the program, the instructor must provide in writing the names of all participants that fully met all program requirements.

11. Originating District: _____

12. Contact Person: _____

13. Contact Phone Number: _____

14. Program Descriptors: 1) _____ 2) _____ (See next page)

Signatures:

All signatures must be original, not stamped or photocopied.

SB-CEU Program Sponsor: _____
(The authorized SB-CEU individual. Other persons assisting in the coordination and training should not sign.)

WISD Pre-approval: _____
(SB-CEU pre-approval coordinator for the ISD)

**COMPLETE THE SPECIFIC PROGRAM INFORMATION ON PAGES 5 AND 6
(INCLUDE ALL AGENDA AND SPEAKER INFORMATION)**

Advisory: It is a criminal offense to use or attempt to use a State Board of Education Continuing Education Unit (SB-CEU) transcript or certificate of completion that is fraudulently obtained, altered, and/or forged to obtain and/or maintain school administrator, teacher and/or school psychologist certification or other State Board approval.

Content Areas

001 General Language Arts

- 002 English (including Literature)
- 003 Journalism
- 004 Speech
- 005 Reading
- 006 Writing
- 007 Drama

010 General Social Studies

- 011 Economics
- 012 Geography
- 013 History
- 014 Political Science
- 015 Psychology
- 016 Sociology
- 017 Anthropology
- 018 Cultural Studies
- 019 Behavioral Studies

025 General Studies

- 026 Biology
- 027 Chemistry
- 028 Physics
- 029 Geology-Earth Science
- 030 Astronomy

035 Mathematics

- 036 French
- 037 German
- 038 Latin
- 039 Spanish
- 040 Russian
- 041 Japanese
- 042 Chaldean
- 043 Arabic
- 050 English as s Second Language
- 051 Other Bilingual

055 Agricultural Education

- 056 Industrial Arts**
- 057 Music Education**
- 058 Home Economics**
- 059 Art Education**

- 060 Health
- 061 Physical Education
- 062 Recreation
- 063 Dance

065 MDE Comp Health Program

066 General Business Education

- 067 Accounting
- 068 Business Administration
- 069 Secretarial Science
- 070 Distributive Education

075 General Special Education

- 076 Mentally Impaired
- 077 Speech/Language Impaired
- 078 Physically/Otherwise Health Impaired
- 079 Emotionally Impaired
- 080 Visually Impaired
- 081 Hearing Impaired
- 082 Learning Disabled
- 083 Autistic
- 084 Handicapped Children's Early Education
- 085 At-risk
- 086 Inclusion

088 Gifted/Talented

- 090 Vocational Agriculture
- 091 Vocational Business
- 092 Vocational Distributive Education
- 093 Vocational Home Economics
- 094 Vocational Technical

- 100 Driver/Safety Education
- 101 Library Science
- 102 Environmental Studies
- 103 Computer Science/Technology
- 104 Sex Education

Grade Level

- 105 Early Childhood
- 106 Elementary
- 107 Middle School/Jr. High School
- 108 Secondary/Sr. High School
- 109 Adult Education

Non-Content Areas

- 200 School Administration
- 201 Management/Supervisory Skills
- 202 Adult Learning Styles
- 203 Brain Development Theories
- 204 Behavior Management Styles
- 205 Communication Skills
- 206 Discipline in the Classroom
- 207 State Ed Policy, Administration, Rules, Procedures

- 208 Instructional Theory/Methods
- 209 Issues Management
- 210 Learning Styles
- 211 Student Motivation Theories/Techniques

- 212 Parent/Community Relations
- 213 Student Problem Solving
- 214 School Improvement
- 215 Student Self-Concept Development
- 216 Sex Equity in the Classroom
- 217 Multicultural Education
- 218 Leadership Skills

- 219 Child Psychology
- 220 Testing and Measurement
- 221 Outdoor Education
- 222 Curriculum Development
- 223 Media Utilization
- 224 Substance Abuse Education
- 225 Career Counseling for Students
- 226 AIDS Education
- 227 Student Dropout Prevention
- 228 Staff Development Leadership
- 229 Mentoring Training Program
- 230 Personnel Hiring and Evaluation
- 231 Human Development/Socialization of Children and/or Adolescents

- 232 Supervising School Psychologist
- 233 Mentoring/Supervising Teacher
- 234 Miscellaneous Content/Non-Content
- 235 IACET Authorized Training
- 236 MVU Authorized Training
- 237 Standards/Assessment/Review Team
- 238 Accreditation Review/Site Team Visit

Specific Program Information

This information will be used to create the course listing in the MDE online SB-CEU course catalog.

1. Is participation in your program limited to a specific group? **If so, please describe.**
2. Who should participants contact to register for your program? **Please list a contact name, phone number, and/or website.**
3. What are the learning outcomes and objective for your program? **Please provide information on what participants will be able to do as a result of attending, and the overall purpose of the program.**
4. Did you include a program agenda? Please **attach the (final) program agenda to this application.** The agenda must show specific training subjects. It must also include break times (10-15 minutes for every 2.5 hours of instruction) and meal break(s) (full day sessions should include a 45-60 minute lunch period). **The agenda can not change from the agenda approved by MDE. If you have any agenda/program changes, the changes must be approved by MDE BEFORE THE FIRST DAY OF THE PROGRAM.**
5. Did you include a Participant Evaluation? **Sponsors may use their own evaluation form. You must provide a tally or summary evaluation information with the program closeout information.**

Please Note:

Once the program is approved, you and/or your presenter must run the program according to the final agenda submitted with this application. This means **there can be no changes to the program agenda.** This mean **no:**

- **Skipping breaks to allow early release**
- **Shortening the lunch break to allow early release**
- **Changing the start time**
- **Making the end time earlier (if you run over that is okay)**
- **Changing program dates without prior approval from WISD and MDE.**

Presenter Information

Name: _____

Street Address: _____

City/State/Zip: _____

Work Phone: _____

Expertise or skills as it relates to the program/training: _____

Highest Degree: _____

Name: _____

Street Address: _____

City/State/Zip: _____

Work Phone: _____

Expertise or skills as it relates to the program/training: _____

Highest Degree: _____

Name: _____

Street Address: _____

City/State/Zip: _____

Work Phone: _____

Expertise or skills as it relates to the program/training: _____

Highest Degree: _____

Program Dates and Location Information

Name of the Facility and Location/Address		City	Dates In Chronological Order	Times From To	
First Offering		City	MM/DD/YY	AM/PM	AM/PM
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Second Offering (2nd Repeat of 1st Offering)					
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Third Offering (3rd Repeat of the 1st Offering)					
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Fourth Offering (4th Repeat of the 1st Offering)					
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Fifth Offering (5th Repeat of the 1st Offering)					
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					

SB-CEU LISTING OF COUNTIES AND ISD'S

NUMBER	COUNTY OR ISD	NUMBER	COUNTY OR ISD
03	Allegan County ISD	44	Lapeer ISD
04	Alpena-Montmorency-Alcoma ESD	46	Lenawee ISD
08	Barry ISD	47	Livingston ESA
09	Bay-Arenac ISD	50	Macomb ISD
11	Berrien ISD	51	Manistee ISD
12	Branch ISD	52	Marquette-Alger ISD
13	Calhoun ISD	53	Mason-Lake ISD
14	Lewis-Cass ISD	54	Mecosta-Oceola ISD
15	Charlevoix-Emmet ISD	55	Menominee ISD
16	Cheboygan-Otsego-Presque Isle ISD	56	Midland County ISD
17	Eastern UP ISD	58	Monroe ISD
18	Clare-Gladwin ISD	59	Montcalm Area ISD
19	Clinton RESA	61	Muskegon ISD
21	Delta-Schoolcraft ISD	62	Newaygo County RESA
22	Dickinson-Iron ISD	63	Oakland Schools
23	Eaton ISD	64	Oceana ISD
25	Genesee ISD	70	Ottawa Area ISD
27	Gogebic-Ontonagon ISD	72	C.O.O.R. ISD
28	Traverse Bay ISD	73	Saginaw ISD
29	Gratiot-Isabella RESD	74	St. Clair RESA
30	Hillsdale ISD	75	St. Joseph ISD
31	Copper County ISD	76	Sanilac ISD
32	Huron ISD	78	Shiawassee RESD
33	Ingham ISD	79	Tuscola ISD
34	Ionia ISD	80	Van Buren ISD
35	Iosco ISD	81	Washtenaw ISD
38	Jackson ISD	82	Wayne Co. RESA
39	Kalamazoo Valley ISD	83	Wexford-Missaukee ISD
41	Kent ISD		

NOTE: Please refer to these county codes when completing SB-CEU application.