

Instructions for Requesting SB-CEU Program Approval through the CCISD

1. Apply at least 40 days in advance of the beginning program.
2. You may apply via email or paper copy. Please use the sample agenda and make certain your agenda is finalized before submitting your paperwork.
3. Complete the application page and include a detailed agenda with contact hours listed.
4. Send to Carla Strome at CCISD, PO Box 270, Hancock, MI 49930, fax with a cover sheet to 906-482-1931 or email to cstrome@copperisd.org

When MDE Approval has been received, instructions for administering SB-CEUs, a program monitor page and a sample participant's Application/Attendance Record form will be sent to you. Upon completion of the program, the following needs to be submitted to the ISD SB-CEU coordinator (Carla Strome) within 15 days.

1. The original Application/Attendance form (sign-in/sign-out form). If you wish to keep a copy for your records, please make certain the **original** is sent.
2. A compilation of the Evaluation/Feedback form. *You can use any format of evaluation you choose.*
3. The SB-CEU Program Monitor Cover Letter. *The monitor is responsible for verifying that no one came in late or left early. If they did, it must be noted on the sign in/sign out sheet.*