

# What are SB-CEUs?

# How To Apply!

# SB-CEU

## General SB-CEU Information

### **What are SB-CEUs?**

State Board-Continuing Education Units (SB-CEU) are State Board approved in-service, workshop, training or conference credits that are used for the renewal of selected certificates issued by the Michigan Department of Education (MDE). SB-CEUs are calculated by dividing the total number of hours of contact time minus breaks & lunches by the number 10. Thus, a six (6) hour session would be eligible to receive sixth tenths (.6) of an SB-CEU.

- 3 SB-CEUs are equivalent to one college credit.
- You are responsible for keeping track of your SB-CEUs.
- Official Transcripts for SB-CEUs issued through the CCISD prior to January 1, 2010, are available upon request for the cost of \$5. Contact Loret Roberts, SB-CEU Assistant Coordinator at 482-0331 or [loret@copperisd.org](mailto:loret@copperisd.org) to request one.
- You must sign-in on the official form before the workshop begins and you must attend the entire workshop signing out as you leave. If you arrive late or leave early you will not receive SB-CEUs.
- We host a locked database on site of all participants who have received SB-CEUs from November 2003 to December 31, 2009.
- You are not eligible to receive SB-CEUs after the workshop is over. Please fill out the necessary paperwork and submit payment to receive credit at the time of the workshop.
- If you have a question regarding SB-CEUs please contact Loret Roberts, SB-CEU Assistant Coordinator at 482-0331 or [loret@copperisd.org](mailto:loret@copperisd.org). If you have SB-CEU concerns or would like to find out if a workshop qualifies for SB-CEUs, please contact Carla Strome, SB-CEU Coordinator at 482-4250 ext. 191 or [cstrome@copperisd.org](mailto:cstrome@copperisd.org).

Check our website for other frequently asked questions.  
[http://www.copperisd.org/ge\\_sb-ceu.html](http://www.copperisd.org/ge_sb-ceu.html)

## Instructions for Requesting SB-CEU Credit for Programs/Workshops

### **0.1 SB-CEU = 1 hour of uninterrupted class time.**

1. Apply at least 45 days prior to of the start of the 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 available, on-line and include a detailed agenda with contact hours listed.  
[http://www.copperisd.org/ge\\_sb-ceu.html](http://www.copperisd.org/ge_sb-ceu.html)
4. Send to Carla Strome at CCISD, 809 Hecla Street, Hancock, MI 49930, fax with a cover sheet to 906-482-1931 or email to [cstrome@copperisd.org](mailto:cstrome@copperisd.org)

***When MDE Approval has been received, instructions for administering SB-CEUs, a program monitor form and a sign-in/sign-out form will be sent to you.***

***Upon completion of the program, the following items need to be submitted to the ISD SB-CEU assistant coordinator, Loret Roberts at CCISD, 809 Hecla Street, MI 49930, within 15 days.***

1. The original sign-in/sign-out form. Do not send a copy.
- 2 The SB-CEU Program Monitor form. 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.
3. Payment for the participants requesting SB-CEUs.

**ALL FORMS CAN BE FOUND ON OUR WEBSITE**

[http://www.copperisd.org/ge\\_sb-ceu.html](http://www.copperisd.org/ge_sb-ceu.html)

## State Board Continuing Education Units

# Information Guide

**2010-2011**



**Copper Country Intermediate  
School District**  
Hancock, MI

**Carla Strome, SB-CEU Coordinator**  
**Loret Roberts, SB-CEU Assistant Coordinator**

# Who is Eligible?

The following certificates are eligible to utilize SB-CEUs for renewal.

1. The Professional Education certificate.
  2. The Occupational Education certificate.
  3. The School Psychologist certificate.
  4. The School Guidance Counselor certificate.
  5. The School Administrator certificate.
- You are not eligible if you have a provisional teaching certificate.
  - 18 SB-CEUs or 6 college credit hours are required for renewal every 5 years. A combination of SB-CEUs and college credit may be used. SB-CEUs cannot be carried over from one certificate renewal period to the next.
  - 3 SB-CEUs (30 hours) are equivalent to one college credit when renewing your certificate. You cannot transfer SB-CEUs to a college to make a credit.

[http://www.copperisd.org/ge\\_sb-ceu.html](http://www.copperisd.org/ge_sb-ceu.html)

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## Fees

For all ½ day or 1 day offerings  
\$10 fee per participant to receive SB-CEUs

For all multi day offerings:

- 0.3 – 2.9 SB-CEUs - \$10
- 3.0 – 5.9 SB-CEUs - \$25
- 6.0 – 8.9 SB-CEUs - \$50
- 9.0 + SB-CEUs - \$75

***Fees must be paid by check or cash  
at the time of the offering.***

# What Professional Activities are Eligible for SB-CEUs?

## Supervision of Student Teacher/Teacher Intern

- a. A supervising teacher must supervise a student teacher/teacher intern for a university/college determined placement period of not less than eight weeks. Full time placement is required.
- b. 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 performance.
- c. Three (3.0) SB-CEUs may be earned for supervising a student teacher for a full placement period of not less than eight weeks.
- d. The signature of the building principal on the participation verification form will provide verification of the successful completion of the professional development assignment.
- e. You may not earn more than 9 SB-CEUs in a 5 year renewal period for this activity.

## New Teacher Mentor

- a. An assigned mentor to a new teacher must mentor for at least a full semester of an academic year. A new teacher is defined as a teacher in their first three years of teaching or an experienced teacher new to a district.
- b. A new teacher mentor must submit to the building principal an evaluation of the mentoring process for the application period.
- c. Three (3.0) SB-CEUs may be earned for serving as a mentor teacher for a semester.
- d. The signature of the building principal on the participation verification form will provide verification of the successful completion of the professional development assignment.
- e. You may not earn more than 9 SB-CEUs in a 5 year renewal period for this activity.

## General One-day and Two-day workshop Information

- a. 0.1 SB-CEU for every one hour of uninterrupted class time.
- b. Minimum of three hours plus a 10 min. break is required to request SB-CEUs for a workshop.
- c. Signature on sign-in/sign-out forms and payment is required to receive credit.

## Serving on a K-12 School Improvement Team

- a. The candidate must be an active member of the local school board approved Public Act 25 School Improvement Team.
- b. The candidate must participate in ¼ of the scheduled School Improvement Team meetings, but not less than six meetings.
- c. Three (3.0) SB-CEUs may be awarded for participation on a School Improvement Team for a full school year.
- d. The signature of the building principal on the participant verification form will provide verification of the successful completion of the professional development assignment.
- e. You may not earn more than 9 SB-CEUs in a 5 year renewal period for this activity.

## School Committee Meetings

- a. School committees must meet a minimum of six times during the school year.
- b. Participants must have verified attendance at a minimum of 3/4 of the scheduled committee meetings, but not less than six meetings, to be eligible for SB-CEUs.
- c. 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 for serving on a committee, regardless of the number of different assigned committees. Mixing and matching of committee meetings is not allowed. Committees include: Roundtables, Wellness, Technology, Book Clubs, Curriculum Committees, Facility Meetings, Counselor Meetings, Student Assistance Teams, etc.
- d. The signature of the committee chairperson on the participation verification form will provide verification of the successful completion of the committee's activities.
- e. Each committee must have an agenda and a sign-in form for each meeting.

## Direct College Credit Conversion Offerings:

- a. If you are receiving SB-CEUs for an offering that is also offered for college credit, participants must complete all assignments in order to receive credit.