


# CCISD & SB-CEUs



# What are SB-CEUs?

- ◆ State Board approved Continuing Education Units
- ◆ Became available in the early 90's – program has evolved into a streamlined process that allows teachers & administrators to get “credit” for attending professional development activities.

# Who can use SB-CEUs?

- ◆ Everyone – to keep track of PD activities for the required 5 days each school year
  - ◆ Teachers & Counselors – to renew PROFESSIONAL Education Certificates
  - ◆ Administrators – to comply with the requirement of 6 semester hours or 18 SB-CEUs every 5 years for continued employment.
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# Requirements for SB-CEUs

- ◆ Participants must sign-in and sign-out of professional development activities.
- ◆ Participants must indicate upon sign-in their desire to receive SB-CEUs
- ◆ Participants must attend the entire professional development activity. If a participant leaves early, they will not receive SB-CEUs.

# To Utilize SB-CEUs for Professional Certificate Renewal

- ◆ Participants must maintain their own file of SB-CEU certificates or transcripts.
- ◆ When completing paperwork to renew certificates, participants will need to record the program approval #, Number of SB-CEUs, program date and sponsoring agency.
- ◆ Teachers may use a combination of SB-CEUs and semester credit hours for certificate renewal.

# How to Offer SB-CEUs

- ◆ Determine what workshop/in-service your district wishes to offer and work out an agenda. Activities must be at least 3 hours and 10 minutes in length in order to receive SB-CEUs.
- ◆ Fill out the application form and return it along with the agenda to CCISD attention: Carla Strome at least 40 days prior to the activity. Please utilize the sample agenda

# Offering SB-CEUs continued

- ◆ You will receive an approval number as well as a sample sign-in/sign-out form for your participants. There will also be instructions for the monitor.
- ◆ On the day of the workshop, the monitor makes certain that everyone signs in upon arrival and signs out upon departure. If lunch is “on your own,” have participants sign out and sign back in after lunch.
- ◆ An evaluation form must be completed

# Offering SB-CEUs continued

- ◆ At the end of the day, the monitor makes notes on the sign-in sheet regarding participants that left early, signs the sheets and sends the originals to the ISD along with the agenda and a compilation of the evaluation within 15 days.
- ◆ Workshops and inservices must not have released early in order to receive SB-CEU credit.

# SB-CEUs Granted

- ◆ At the ISD, the sign-in/sign-out sheets will be verified and credit will be issued within 30 days of the professional development activity. Certificates will be sent to participants.
- ◆ Records will be maintained at the ISD for 7 years. Eventually, a central registry will be available via the state website.

# Activities that Qualify for SB-CEUs

- ◆ Serving as a mentor teacher for 1 semester = 3 SB-CEUs
- ◆ Serving as a supervising teacher for a student teacher during their practice internship = 3 SB-CEUs
- ◆ Serving on a district school improvement team for a full year – minimum attendance at 6 meetings = 3 SB-CEUs

# Qualifying Activities Continued:

- ◆ ½ day curriculum (NCA) days – must have a firm agenda – must meet for a minimum of 3 hours and 10 minutes – would qualify for 0.3 SB-CEUs.
- ◆ Full day curriculum days – must have a firm agenda – for every 2.5 hours of work must have a 15 minute break – working lunch does not count – could earn up to either 0.6 or 0.7 hours of SB-CEUs.

# Qualifying Activities Continued:

- ◆ Michigan Virtual University On-line classes.
- ◆ International Association for Continuing Education and Training (IACET) activities
  - For both activities: Teachers must submit their certificate of completion within 30 days of completing the class to the CCISD attention: Carla Strome to receive SB-CEU credits.
- ◆ Wisconsin Clock hours are not eligible

# So – Why SB-CEUs?

- ◆ No cost alternative for teachers and counselors with Professional certificates to accumulate the required credits.
- ◆ Accurate record-keeping for school year professional development activities.
- ◆ Incentive for participants to attend for the entire professional development activity.

Questions??