



State Board Continuing Education Units and Secure Central Registry

As most of you are aware, MDE has created the Secure Central Registry (SCR) an online application that will allow you to view *all* SB-CEUs awarded to you, regardless of the SB-CEU Sponsor which is providing the SB-CEUs. This transition occurred on January 1, 2010.

All programs awarded *after* January 1, 2010 will be housed in the SCR in Lansing. Records for programs awarded *prior* to January 1, 2010 will remain housed with each individual SB-CEU sponsor (such as CCISD).

With the implementation of the SCR, there are changes to the way in which SB-CEUs are awarded:

- SB-CEU program coordinators will no longer provide participants with SB-CEU certificates of completion. They will be issued by the MDE in the SCR.
- You will continue to sign in/out for SB-CEUs as before. However, an additional step to the SB-CEU process has been added. CCISD uploads data to the SCR each time you earn SB-CEUs and this upload occurs within 30 days of the offering end date. You will not be able to request SB-CEUs beyond the date of the offering.
- You will receive an email after the upload from the SB-CEU Coordinator via the SCR, directing you to log onto the SCR and complete an evaluation. You **must** do this within 30 days of receiving the email or you **will not** be awarded your SB-CEUS. No refunds will be issued for forfeited SB-CEUs.
- SB-CEUs are automatically awarded and immediately listed on an Unofficial Transcript. The Unofficial Transcript will contain all of the required information needed for certificate renewal: name of the offering and date(s), name of the SB-CEU Sponsor and Coordinator, Program Approval Number, and number of SB-CEUs awarded. An Official Transcript can be purchased for fee through the SCR system.
- You will be required to create an online account in the SCR the first time you use the system. It is **very important** that you use the **same** email address for your account that you give to CCISD (and any other SB-CEU sponsor) when you sign in for the offering.

MDE assesses fees to all SB-CEU sponsors to maintain the SCR database. Due to these fees, **CCISD now charges \$10 for a 1 day offering and a graduated fee schedule for multi-day offerings. The fee must be paid at the time of the offering.** The fee schedule is listed below.

The SCR can be accessed at http://www.solutionwhere.com/MI_sbceu/welcome.asp. The SCR will be available on a 24/7 basis and equipped with a Help Desk to answer questions regarding navigation of the SCR site. The SCR Help Desk will not answer questions regarding awarding of SB-CEUs. It is strictly for navigation of the SCR.

Questions? Please contact Carla Strome (906-482-4250 ext.191) or Loret Roberts (906-482-0331).

Fee Schedule: Fees must be paid on the date of the offering.

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