

Michigan Department of Education
Office of Professional Preparation Services

Criteria for Internet Mediated/Web-Based Instruction

Web-based instruction offered for SB-CEU credit must meet **all** of the following criteria:

1. SB-CEU program approval applications must be received and approved a **minimum of 30 days prior for the first day** of the training.
2. Each individual enrolled in a web-based course/program for SB-CEU credit must maintain an accurate log of time on-line. This must be recorded between the beginning and ending date of enrollment indicated in the approved SB-CEU program application. **The submission of this log is a requirement for program completion and the awarding of SB-CEU credit.**
3. The enrollee's log of on-line time must be submitted to the agency/institution SB-CEU coordinator and maintained in the program approval/record keeping file for audit by the Michigan Department of Education (MDE), Office of Professional Preparation Services.
4. Verification of the completion of all course requirements included in the approved SB-CEU program application is the responsibility of the course/program instructor/administrator.
5. Documentation of course and/or program completion, including each enrollee's log of on-line time, **must** be received by the agency/institution's SB-CEU coordinator no more than **30 calendar days from the ending date of the approved program**. Participant records must be maintained by the SB-CEU sponsor for a minimum of seven years.
6. The amount of SB-CEU credit for web-based continuing education programs will be awarded in compliance with the approved guidelines and **only the full amount of credit**, as approved by the SB-CEU program application, can be awarded to program participants.
7. Deviation from any of the above criteria will be handled on a case-by-case basis and must be pre-approved by the Michigan Department of Education, Office of Professional Preparation Services.

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

http://www.solutionwhere.com/mi_sbceu

Please contact the SB-CEU sponsor for specific course information.

For further information on the SB-CEU program, please contact
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