

## State Board Continuing Education Unit (SB-CEU) Program

### Q&A

1. Can I get an extension on my professional education (advanced) certificate renewal?  
Answer: No. Certificates expire June 30 and cannot be renewed until the requirement is met.
2. How long does it take to receive my new certificate?  
Answer: It will take about 4 weeks for review and processing. Once your application has been processed, you will receive a billing statement in the mail. Mail your payment and once payment is received, your new certificate will be issued to you. You can begin to earn SB-CEUs and/or semester credit hours after the issue date listed on the front of your certificate.
3. I didn't request SB-CEUs for offerings in the past and I would like to have them awarded now to use for renewal. How do I go about requesting them?  
Answer: If you did not request SB-CEUs at the time of the offering, they cannot be requested now. All SB-CEU records are closed 30 days after the end date of the offering.
4. Where can I find approved SB-CEU offerings that are on-line?  
Answer: All on-line SB-CEU offerings can be found at the SB-CEU website ([http://www.solutionwhere.com/mi\\_sbceu](http://www.solutionwhere.com/mi_sbceu)) Go to "Courses by Category". Use the dropdown menu to find "On-line". There are many on-line offerings from which to choose. The listing of all approved offerings is updated daily as sponsors submit offerings for approval.
5. Where do I find my local SB-CEU sponsor?  
The SB-CEU website ([http://www.solutionwhere.com/mi\\_sbceu](http://www.solutionwhere.com/mi_sbceu)) lists all currently approved sponsors in alphabetical order. At the website, click on the word "Sponsors" and the listing will populate.
6. Where can I find all my SB-CEUs? I was issued SB-CEUs by more than one SB-CEU sponsor.  
Answer: All SB-CEU certificates of completion have the required information to complete the renewal application. It is your responsibility to maintain this documentation until it is time to renew.  
  
The Michigan Department of Education (MDE) does not have a central registry for SB-CEUs. It will be necessary for you to contact the SB-CEU sponsor of the offering and request a transcript.
7. What documents do I send with my renewal application?  
Answer: None. All information contained on SB-CEU certificates of completion and college/university transcripts is transferred to the renewal application. No

documents are submitted to the MDE with the renewal application. You must keep this documentation in case of audit by the MDE.

8. Am I required to use graduate level credits for renewal?  
Answer: No. Credits from any accredited Michigan college/university (including Michigan community colleges) are eligible to be used toward renewal. Please refer to the reverse side of your teaching certificate.
9. I have SB-CEUs and semester credit hours. How do I calculate that?  
Answer: 3 SB-CEUs equates to 1 semester credit hour (3:1 ratio).
10. Can I use out-of-state semester credit hours toward renewal of my certificate?  
Answer: Yes, but the semester credit hours must be obtained from an approved teacher preparation institution in that state.
11. Can I send in my renewal application if I haven't met the requirements but will?  
Answer: No. The application will be sent back to you to return when the requirements are met.
12. Can I teach if I don't have a current license?  
Answer: No.
13. Is there a website where I can verify my certification?  
Answer: <https://mdoe.state.mi.us/teachercert/>
14. Where can I find the renewal application?  
Answer: [http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_5708---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_5708---,00.html)
15. What is the website for the Office of Professional Preparation Services (teacher certification information)?  
Answer: [http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683---,00.html)
16. What is the cost for renewal?  
Answer: [http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_14796-32154--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_14796-32154--,00.html)
17. I want to take courses at an approved teacher preparation institution. Where can a listing be located?  
Answer: <https://mdoe.state.mi.us/proprep/Colleges.asp>
18. How are professional development hours calculated?  
Answer: Please find the information in the Teaching Certification Reference Manual  
[http://www.michigan.gov/documents/cert\\_update\\_manual\\_2006\\_171904\\_7.pdf](http://www.michigan.gov/documents/cert_update_manual_2006_171904_7.pdf)
19. Who can I contact if I have further certification questions?

Answer: Contact staff in the Office of Professional Preparation Services  
[http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_14795-22288--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_14795-22288--,00.html)

20. Visit the entire Michigan Department of Education website at  
<http://www.michigan.gov/mde>

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