

**Michigan Department of Education
Office of Professional Preparation Services**

**State Board Continuing Education Unit Program
Overview**

What are SB-CEUs?

State Board-Continuing Education Units (SB-CEUs) 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 contact or instructional hours by the number 10. Thus, an eight (8) hour session would be eligible to receive eight tenths (.8) of an SB-CEU.

Attendance Requirement

SB-CEUs are contact-hour based. Participants must have 100% attendance at offerings and complete an offering evaluation. Verification of attendance is required and participants must sign-in and out and complete an evaluation of all offerings. Failure of a participant to fulfill the requirements will result in no SB-CEUs being awarded for that offering.

Conferences, Workshops, Etc.

Attendance at traditional workshops, seminars, trainings and conferences is verified by 100% attendance. Failure of a participant to attend the entire offering, sign-in and out, and complete an offering evaluation, will result in no SB-CEUs being awarded for that offering.

Non-Traditional Activities

Non-traditional professional development activities, such as those listed below, are also eligible to receive SB-CEU credit, if approval is received:

1. Serving as a mentor teacher **(must be preapproved);**
2. Serving as a mentor principal **(must be preapproved);**
Serving as a mentor administrator **(must be preapproved);**
2. Serving as a supervising teacher **(must be preapproved);**
3. Serving as a supervising school psychologist **(must be preapproved);**
4. Serving as a supervising school counselor **(must be preapproved);**
4. Serving on a State Board appointed advisory committee **(must be preapproved);**
5. Serving on an approved accreditation review and/or site visit team (contact approved accrediting organization) **(must be preapproved);**
6. Serving on a school or school district's PA 25 school improvement team **(must be preapproved);**
7. Serving on a school committee **(must be preapproved);**
8. Completion of the portfolio component of the National Board for Professional Teaching Standards (9 SB-CEUs);

9. Completion of the certification process **and** being awarded certification from the National Board for Professional Teaching Standards (18 SB-CEUs);
10. Completion of the renewal process for certification from the National Board for Professional Teaching Standards (18 SB-CEUs).

Approved Sponsors and Approved SB-CEU Offerings

http://www.solutionwhere.com/mi_sbceu

Only approved sponsors may apply directly to the MDE for approval to offer training and/or conferences for SB-CEUs.

Currently approved SB-CEU offerings can be sorted by date, by category (content area), and by sponsor. Click on the title of the offering to view the narrative, number of SB-CEUs to be awarded, offering dates, and the SB-CEU sponsor of the offering.

Individuals and private vendors may not submit SB-CEU program approval applications directly to the MDE. They may, however, have their program approved through an “approved sponsor.” This is accomplished by providing the SB-CEU sponsor with a detailed agenda ***at least 45 days prior to the start date of the offering***. The SB-CEU sponsor will calculate eligible contact hours, submit an application to the MDE for approval, and provide the individual or private vendor with the requirements from that point forward.

Who is eligible to use SB-CEUs for certificate approval?

Individuals who hold the following certificates and licenses are eligible to obtain and use SB-CEUs toward certificate/licensure renewal:

1. The Professional Education certificate.
2. The Occupational Education certificate.
3. The School Psychologist certificate.
4. The School Guidance Counselor license.

The above certificates require renewal every five years. The renewal requirement includes the completion of six semester hours of appropriate coursework through an approved institution, 18 SB-CEUs, or a combination of both. School administrators are required to complete six semester hours, 18 SB-CEUs, or a combination of both every five years for continued employment.

Significance of SB-CEUs

Generic CEUs cannot be used toward renewal of the above listed certificates/licenses. Only state approved SB-CEU training counts toward certificate renewal. Training programs and/or conferences sponsored by either Michigan Virtual University (MVU) or by an authorized provider of the International Association for Continuing Education and Training (IACET) may

be eligible for SB-CEUs via collaborative agreements between the Michigan Department of Education, Office of Professional Preparation Services, and both MVU and IACET.

Out-of-State Semester Credit Hours

Out-of-state semester credit hours must be obtained from an approved out-of-state teacher preparation institution in order to be utilized toward certificate renewal.

SB-CEU Record Responsibility

Both the approved SB-CEU sponsor and the individual are responsible for record keeping. The sponsors are required to collect and maintain records of all eligible participants who are awarded SB-CEU credit.

Participants are responsible for maintaining the valid certificate of completion for all SB-CEU programs for which SB-CEU credit was awarded. The State of Michigan does not maintain a central registry of awarded SB-CEU credit for participants. If the participant requires a duplicate copy verifying awarded SB-CEU credit, a transcript is to be obtained from the SB-CEU sponsor of the offering.

Please contact your local SB-CEU sponsor with questions concerning a specific SB-CEU offering.

For further information on the SB-CEU program, please contact
Susan Koenigsknecht, SB-CEU Program Administrator
Phone: 517-241-4982
Email: KoenigsknechtS@michigan.gov