



SBCEU Coordinator: Deb Shepherd
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STATE BOARD CONTINUING EDUCATION UNITS (SBCEU) GENERAL INFORMATION AND APPLICATION GUIDELINES

State Board Continuing Education Units (SBCEUs) are credits granted to individuals who complete State Board approved professional development programs in accordance with the Michigan Department of Education SBCEU policies.

As an SBCEU-authorized sponsor, Calhoun ISD accepts program applications from **Barry, Branch, and Calhoun County school districts, and County-based institutions only**. The following guidelines have been established in order to comply with the Michigan Department of Education policies governing the granting of SBCEUs:

BEFORE PROGRAM APPROVAL:

- Submit Program Approval Application and required fee (\$25 payable to CISD) **40-days in advance** of the starting date of the scheduled event. The application, which can be found as a link on this webpage, must be completed and emailed to the SBCEU coordinator. A paper application will not be accepted.
- The application must include an agenda of the scheduled event clearly stating the presentation topics for each segment of the day, and reflecting the actual contact hours. Programs segments that include welcoming remarks, breaks, and meal times should not be included in the contact hours. Contact hours will be converted to State Board Continuing Education Units using a ratio of 10 to 1 (10 contact hours = 1 SBCEU).
- Training segments longer than 2½ hours must include a 15-minute break. Additionally, a minimum of 30 minutes must be included for mealtime if the session is 5 hours or longer. Mealtime that includes a speaker cannot be included as part of the contact hours.
- Programs must be submitted for a specific number of SBCEU (*example: .5, 1.0, dependent on the contact hours*). A range of SBCEUs is permitted for conferences only, provided the attendee completes the verification form with session monitor initials to verify attendance throughout the conference. Conference SBCEUs fall in the range of a minimum of .5 to a maximum of 2.5 SBCEUs.
- Programs must consist of at least 3 full contact hours to apply for SBCEUs or 5 contact hours for conferences.
- Once an application has been reviewed it will either be accepted or rejected.
- If accepted, it will be submitted to the Michigan Department of Education for final review and approval.
- Rejected applications will be returned with an explanation and help will be offered to make the corrections necessary to move it into the accepted category.
- Approved applications will be assigned an approval number by the Michigan Department of Education. This number should be included in all follow-up correspondence with Calhoun ISD regarding the event.

- Applicants wishing to cancel an application once it has been approved are required to send notice of cancellation. *The application fee is non-refundable.*

DURING THE PROGRAM:

- Conduct the program according to the agenda you submitted for approval. If times are changed, you risk losing the SBCEUs associated with the program.
- All program participants who are interested in the SBCEUs must sign in and sign out on the day of the program. Once the sign in/out sheets are returned to the coordinator for processing, anyone who has not signed up for SBCEUs will have lost the opportunity to do so.
- Participants in on-line instruction must maintain a log of time spent on-line. The submission of this log and/or sign in/sign out sheets are required for program completion and the award of SBCEU credit.
- Monitor participant attendance, and the fulfillment of workshop and/or course requirements. Participants must have 100% attendance to receive the approved SB-CEU credit. Partial credit is not allowed. (Cell phone conversations take away from attendance requirements.)
- If a participant is taking the program for college credit, they cannot also apply for SBCEUs.

AFTER THE PROGRAM:

Within **20 days** of the program end date, the monitor must submit the following to the Calhoun ISD program coordinator via your district contact:

- Original sign in/sign out sheets with the names of the individuals who requested SBCEUs highlighted. *Be sure names are legible, that they have included their (school) email address, and PIC number (if they have it).* The sign in/out sheet should reflect the **actual** arrival/departure time.
- The program monitor sheet with the program monitor's signature.
- Processing fee of \$15 per participant.
- Keep a copy of everything submitted for your records.
- The file closes 30 days from the end date of the program.

INDIVIDUAL REQUESTS:

IACET APPROVED PROGRAMS

The International Association for Continuing Education and Training (IACET) and the MDE has a partnership. If a program has the IACET logo indicating it is sponsored by an IACET Authorized Sponsor/Provider, you are eligible for State Board Continuing Education Units for attending the training. Conference/ program preapproval from the MDE is not necessary.

- For more information about IACET: <http://www.iacet.org/>

Be sure to submit the following to the SB-CEU coordinator:

- An official brochure which advertises the program.
- An official transcript from the IACET Sponsor/Provider (Certificate of Completion is unacceptable.) **Include participant's email address** and PIC number (if they have it).
- A check for \$40 payable to CISD. (\$25 application fee and \$15 processing fee.)
- Send these documents to the CISD SBCEU coordinator immediately following the end date of the training, workshop, and/or conference.

NON-TRADITIONAL PROGRAMS

For serving on the school improvement team, mentoring or supervising new or intern teacher, and/or serving on a school committee, submit the **SBCEU Verification Form** in addition to the required fee and documentation no later than 30 days after the program end date.

PROGRAM CHANGES:

Cancellation:

- Notify Calhoun ISD in writing of cancellation of approved programs, either in advance of the scheduled event (if known), or within three weeks from the ending date of scheduled event. Furthermore, applicants must request cancellation of the program **application** (*not the program*) in cases where the sponsor did not have any participants interested in receiving SB-CEU. The application fee is non-refundable in the event of cancellation.

Rescheduling:

- Notify Calhoun ISD in writing of any impending program rescheduling in advance. Include an explanation for the circumstances that required date changes. Rescheduling for a later date than the originally scheduled one is permissible. However, rescheduling will not be approved for a date earlier than the original starting date of the program unless the rescheduled date is 30 days in advance of the rescheduling notice.

Other Changes:

- Notify Calhoun ISD in writing of any other changes in the approved program. This includes time of the event, agenda, location, presenters, etc.
- Changes cannot be made to the amount of approved of SBCEUs.

PROGRAM PUBLICITY:

Applicants are not allowed to announce the availability of SBCEU unless the application has been first approved by the Michigan Department of Education. However, they may announce that “SBCEUs, pending approval.” Publicity for programs processed through Calhoun ISD must state clearly the number of approved SBCEUs, and program title, date, time, location, and registration information.

PROGRAM MONITORING:

Calhoun ISD may conduct monitoring of approved program without any prior notice to insure compliance with the Michigan Department of Education SB-CEU policies and procedures.

PROGRAM VIOLATIONS:

Calhoun ISD will enforce the Michigan Department of Education SB-CEU policies and guidelines. Failure by applicants to comply will result in program revocation and denial of future program applications. Program violations include, but not limited to:

- Failure to request cancellation of an approved program **application** for a program that was not held as scheduled, or did not attract any SB-CEU participants.
- Failure to submit reports required within a two week period from the ending of the program.
- Convening an event for less time than it was approved for according to program application.

- Making program changes without giving advance notice to the SB-CEU authorizing agency.
- Announcing program SBCEU availability prior to program approval.
- Consistently submitting incomplete reports.
- Failure to monitor attendance and workshop sign-in and sign out.
- Falsifying data. [**PA 96 Advisory:** It is a criminal offense to use or attempt to use a State Board of Education Continuing Education Unit transcript or certificate of completion that is fraudulently obtained, altered, or forged to obtain and/or maintain school administrator, teacher, and/ or school psychologist certification, or other State Board approval.]

ACCOUNTABILITY:

Calhoun ISD, as an authorized sponsor, is accountable to the Michigan Department of Education, under an agreement with the Office of Professional Development and Certification Service.

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UNOFFICIAL TRANSCRIPTS:

Log in to the Secure Central Registry to see your unofficial transcript.

For a transcript for credit issued prior to January 1, 2010, please contact the issuing agency.

OFFICIAL TRANSCRIPTS:

Log into the Secure Central Registry. There is a charge for official transcripts. The unofficial transcript contains the same information as the official transcript.

APPLICATION FEES:

Beginning January 1, 2010, the Calhoun ISD will charge a processing fee for the following:

- To submit a **program application** to the MDE for approval: **\$25** (including IACET, MVU, etc.)
- To process an **individual application** for program SBCEUs: **\$15**