

Information about SBCEUs and University Credit

In Michigan, SBCEUs and/or university credits are used to renew educators' certificates.

- ❖ SB stands for State Board. CEU stands for Continuing Education Unit.
- ❖ In order to use continuing education units to renew your certificate, they must be SBCEUs...in other words...Michigan (only MICHIGAN) Department of Education Board approved Continuing Education Units.

Whose certificates need renewal?

- ❖ Teachers who have already completed their initial 18 hours of credit and have received their professional certificates.
 - To keep a professional education certificate (issued since 1992):
 - Must be renewed every five years with the completion of 6 semester hours OR 18 SBCEUs OR a combination of both. The deadline is always June 30.
 - Only SBCEUs earned from issuance date to expiration date of certificate may be used toward certificate renewal: they can't be carried over.
 - DO NOT WAIT or put off getting your requirements completed.
- ❖ Other certificates needing renewal (same requirements):
 - School Administrator Certificate
 - School Psychologist
 - Occupational Education Certificate (formerly Full Vocational Certificate)

The following chart can help when using a combination of SBCEUs and credit:

Number of Semester Hours Completed	Balance Needed in SBCEUs
6 hours ⇒	0 SB-CEUs
5 ⇒	3
4 ⇒	6
3 ⇒	9
2 ⇒	12
1 ⇒	15
0 ⇒	18

What are the advantages of SBCEUs?

- ❖ Cost (compared to University Credit)
 - SBCEUS – CISD charges \$15 for processing. Fees vary according to sponsor.
 - University Credit – (2005-2006: approx \$225-380 per credit hour + other fees)
- ❖ 3.0 SBCEUs equal 1 University credit.
 - If university credit has been approved for a 12 contact hour training session (for example), the SBCEUs granted are 3 SBCEUs rather than 1.2. This is direct college conversion, however absolutely no class time can be missed and assignments must be completed as per instructor.

What are the disadvantages of SBCEUs?

- ❖ SBCEUs allow absolutely no flexibility of contact hours listed. If a participant is absent, late, or leaves early for any reason at any time, s/he will lose all SBCEUs for a given program. This includes chatting in the hall with friends, as well as frequent or lengthy cell phone conversations.
- ❖ There can be no exceptions when it comes to absence, arriving late or leaving early. Because the MDE is strict with us, it is our responsibility to be strict with you.
- ❖ When applying for SBCEUs, you agree to the following:

By applying for SBCEUs, I understand that:

1. The MDE requires 100% attendance for this program. No SBCEUs will be awarded if any part of the program is missed (arriving late, leaving early). Make-ups are not available.
2. I cannot receive SBCEU credit and university credit. It must be one or the other.
3. My role will be that of an active participant.
4. If out-of-class assignments are required, I will complete them in order to receive the SBCEUs.

Why would I choose university credit?

- ❖ If you are working on an advanced degree (always check with your advisor to see if the course will apply to your program).
- ❖ If your school district uses credit for advancement on the pay scale
- ❖ If you need some flexibility in regard to attendance. Instructors will often work with participants who have minor attendance issues, while the state will not.

How do I keep track of my SBCEUs or university credit hours?

- ❖ Prior to January 1, 2010 any SBCEUs received are held by the program's sponsor. If a transcript is required, contact the program sponsor.
- ❖ Beginning January 1, 2010, all records will be held by the Secure Central Registry. Individuals may log in to the site to see their cumulative transcript.

Remember, prior to January 1, 2010, there was no Central Registry for tracking SBCEUs for an individual. It was your responsibility to keep track of where you received SBCEUs.

Where do I get the form to renew my certificate?

Use the MDE Application for Advanced Certificate Renewal Form, available at http://www.michigan.gov/mde/0,1607,7-140-6530_5683---,00.html

(the renewal application is listed in the right column)

- ❖ Use this form to record information about all the courses you take. Send this into MDE only when all your requirements are completed for a given five-year period.
- ❖ The MDE website may have other helpful information for you on that page.

Michigan Online Educator Certification System (MOECS)

Coming late in 2010, the recertification process will be easier. All information should flow from the SCR into MOECS and recertification should be seamless.

I need information, I have questions, where do I go?

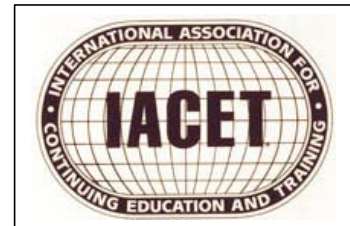
Be sure to contact Calhoun ISD first! The MDE does not want to receive a lot of calls or emails if the local sponsor can help you first. If you start at the MDE, they will ask you if you have contacted your local sponsor. If you haven't, you will be referred back to us.

Calhoun ISD

Deb Shepherd, Administrative Assistant and SBCEU Coordinator
269-789-2452

MICHIGAN DEPARTMENT OF EDUCATION

Susan Koenigsknecht, SBCEU Analyst
517-241-4928



IACET APPROVED PROGRAMS EARN SBCEUS

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/>

What you must do to convert your IACET CEUs into SBCEUs:

Be sure to collect and submit to the SBCEU coordinator:

1. An official brochure which advertises the program in which you have participated.
2. An official transcript from the IACET Sponsor/Provider with IACET logo (certificate of Completion is unacceptable)
3. Send these documents to the ISD SBCEU coordinator.

MICHIGAN VIRTUAL UNIVERSITY

Will you be taking a MVU course? If so, you are eligible for SBCEU credit.

MVU IS A SBCEU SPONSOR

My program was approved, now what?

Rules for conducting the program for which you applied are as follows:

➔ Your program must be conducted exactly as it was submitted. Do not change the start time, end time, or lunch time for any reason. If this procedure is not followed, you risk losing the SBCEUS for which you applied. It will be your responsibility to inform your program participants if credit is lost for this reason.

➔ It is a good idea to always announce to the class that missing any portion of the class will cost them their SBCEUs. 100% attendance is required.

The MDE has strict requirements for monitoring a program. You will serve as the monitor for this program and your duties are listed below. Please read them carefully and comply with the directions.

Sign IN/Sign OUT Sheet:

Provide a sign-in sheet for each day. All participants can sign in/out on this sheet whether they received SBCEUs or not. Participants **MUST** include the “**actual**” **time that they sign in and out**, and not just list the program times. They may lose credit if they do not use actual times. It is good to have a clock available.

The Sign In/Sign Out Sheet services as the verification record

The sign in sheet must include the PIC (if known) and the school email address along with name, time in/time out in order to enter participant in to the SCR.

Attendance must be closely monitored. It is the strict requirement of the MDE that the participant be in attendance from beginning to end each day. You could lose your opportunity to apply for SBCEUs if these instructions are not followed.

If a participant is late or leaves early, note attendance deviation on the sign in sheet.

- **Please be sure the email address is legible.**

Program Monitor Cover Letter:

Complete the SBCEU Program Monitor Cover Letter and send with:

1. the **original sign-in/sign-out sheet/s**
 - a. with the names of those applying and who are eligible for SBCEUs highlighted
 - b. and the form signed and dated in red by you, the monitor
 - c. a \$15 check payable to CISD from each person requesting SBCEUs.

Evaluation/Feedback:

- An evaluation form must be completed on the SCR within 30 days of notification. At day 31, the evaluation will be removed from the SCR and the participant's opportunity for SBCEUs will be lost.
- Each participant will receive notification from the SCR to complete the evaluation.

Proof of SBCEU credit:

- ❖ Once the participant's information is entered into the SCR and the evaluation is complete, the SBCEUs will appear on the unofficial transcript held on the SCR site.

CHECKLIST: (The documentation must be mailed to Deb Shepherd upon the program's conclusion)

- ❑ The SBCEU Program Monitor Cover Letter.
- ❑ The sign-in sheet with highlighted names of those who have paid for SBCEUs. The monitor sheet should be signed by you.
- ❑ A \$15 check per person wanting SBCEUs.

IMPORTANT NOTE!!!

- ❑ If your SBCEU approved program is cancelled for any reason, please notify Deb Shepherd as the program must be canceled with the MDE. If you need to change the date for any reason (snow days, presenter, schedule), call or email Deb Shepherd to have the date changed with the MDE.

Possible problem areas:

PLAN AHEAD!

The MDE absolutely will not accept applications submitted less than 30 days before the start date of your program.

Yes, and it is a good idea to do so, especially in the winter! If you have a 6 hour program, you can apply for .5, leaving 1 hour for emergency use.

THE AGENDA SHOULD BE SET PRIOR TO SUBMITTING APPLICATION FOR APPROVAL.

If the agenda has not been set, how do you guarantee how many hours the program will be? Be sure you have the agenda from the presenter.

APPLYING FOR A MULTIPLE-DAY PROGRAM IN ONE APPLICATION.

You may choose to do this, however be aware that the problem lies in missing a few minutes of the program and losing all of the credit for the whole series. For example, if a

program is three days long, and the participant has attended the first two days, but is sick on the third day, no credit can be earned.

If the three-day program was applied for as three individual days, the participant would receive credit for the first two days, and no credit for the day missed.

PRESENTERS DISMISSING EARLY ON A REGULAR BASIS.

The program should be conducted as the agenda indicates. If you have a presenter who finishes a few minutes early, they should continue the program in some fashion (question and answer period, etc.) and release the group at the designated time. If the presenter does not do this, you must cut down the amount of credit you apply for the program.

WANTING COLLEGE CONVERSION PRIOR TO COLLEGE APPROVAL AND HOURS BEING DETERMINED.

Before applying for direct college conversion, you must have the approval by the university who will be issuing the credit. Always include the name and phone number of the person at the university.

If you have a program that has been approved for 1 hour of university credit, you are able to receive 3.0 SBCEUs for that same program. Remember, 1 university credit is equal to 3.0, 2 credit hours = 6.0, and so on. You do not have to count the contact hours in direct college conversion.

Any assignments for university credit will also apply to those wanting SBCEU credit. SBCEUs will not be issued without verification from the instructor of record that the assignment was complete. Also, if anyone misses a portion of the class, all college conversion credit will be lost.

ADMINISTRATIVE CERTIFICATE...THERE IS NONE! HOWEVER administrators must meet requirements for continuing employment. (6 semester hours or 18 SBCEUs)

SBCEUS ARE NOT BANKED! FIVE YEARS IS THE LIMIT.

OUT OF STATE CONFERENCES

You may apply for an out-of-state conference that you plan to attend. You must, however, adhere to the 30 day time line required by the MDE. To allow enough time, it would be best to apply to the ISD 45-60 days prior to the conference.

FELONY:

ALSO, ON EVERY APPLICATION THIS ADVISORY SHOULD APPEAR:

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.

THE MDE CAN PULL THE RIGHTS OF A SPONSOR TO OFFER SBCEUs.

The Calhoun ISD is proud to be a sponsor for State Board of Education Continuing Education Units. We do not want to lose this privilege as it is a service we provide to all of our constituent districts.

If you send an application to the CISD and receive approval to offer credit for your program, it is your responsibility to conduct the program as stated in the application and agenda. Since the MDE is strict with us, we must be strict with you. We hold the right to deny applying for SBCEUs for your district's programs.

Each district in Barry, Branch, and Calhoun Counties has the opportunity to apply for SBCEUs for professional development programs they offer within their district. The only requirement is that each district wishing to apply must have a trained staff member who will serve as the contact for your district.

A district has the option to become trained by the MDE and become a sponsoring agency, should they choose to do so.

Who is my sponsor?

Calhoun ISD is the sponsoring agency for Barry, Branch, and Calhoun Counties.

What about other programs offering CEUs ? (such as Skillpath programs or out-of-state programs)?

These CEUs will mean nothing to you when renewing your certificate.

Without the SB, a CEU will only record your professional development time. You can, however, submit an application to receive SBCEUs for the program you plan to attend. This must be done in accordance with the application timeline.

If your application is approved, you will receive instructions and a form to take to the conference with you.

What other kinds of programs award SBCEUS?

The Calhoun ISD applies to the MDE for approval for all of the programs below. At the end of the first and second semester, a form will be emailed to all principals and instructional coordinating council members. They will be asked to share this information with all educators in their district so that everyone has the opportunity to apply for SBCEU credit provided they fulfill the criteria for:

Serving as mentor teacher *(can earn 3.0 each semester. A total of 9.0 can be earned during the five year renewal period with this activity.)*

Serving as a new principal mentor *(can earn 3.0 per year. A total of 9.0 can be earned during the five year renewal period with this activity.)*

Serving as a supervising teacher *(can earn 3.0 each semester. A total of 9.0 can be earned during the five year renewal period with this activity.)*

Serving as a supervisor for a school counselor *(can earn 3.0 each semester. A total of 9.0 can be earned during the five year renewal period with this activity.)*

Serving as a supervisor for a school psychologist (can earn 3.0 each semester. A total of 9.0 can be earned during the five year renewal period with this activity.)

Serving as a supervisor for a student teacher/teacher intern (can earn 3.0 each semester. A total of 9.0 can be earned during the five year renewal period with this activity.)

Serving on a professional development committee (can earn 3.0 each year. A total of 9.0 can be earned during the five year renewal period with this activity.) **NOTE: you can only earn credit for one committee, not multiple committees during the year.**

Serving on a school improvement team (can earn 3.0 each year. A total of 9.0 can be earned during the five year renewal period with this activity.) [Can be a building or district PA 25 team.]

Serving on a state appointed advisory committee (can earn 3.0 each year. A total of 9.0 can be earned during the five year renewal period with this activity.) **NOTE: you can only earn credit for one committee, not multiple committees during the year.**

Where can I find information about what has been approved for SBCEUs in my area, across the state?

SBCEUS available by month, subject area, sponsor:

http://www.solutionwhere.com/mi_sbceu/main.asp

Where do I get the form to renew my certificate?

Form for administrators:

http://www.michigan.gov/documents/credits_for_administrators_82165_7.doc

Renewable application form for teachers:

http://www.michigan.gov/mde/0,1607,7-140-6530_5683---,00.html

Look in right margin for: **Renewable application**