

**Ionia County Intermediate School District  
SB-CEU Program Services  
2191 Harwood Road  
Ionia, MI 48846  
616-527-4900 ext. 1407**

**STATE BOARD—CONTINUING EDUCATION UNITS (SB-CEU)**

State Board Continuing Education Units (SB-CEU) are credits granted to individuals who complete State Board approved professional development programs in accordance with the Michigan Department of Education SB-CEU policies. Ionia County ISD as an authorized sponsor established the following guidelines in order to comply with the Michigan Department of Education policies governing the granting of State Board Continuing Education Unit (SB-CEU).

**BEFORE PROGRAM APPROVAL:**

- Submit Program Approval Application 30-days in advance of the starting date of the scheduled event.
- The application must include an agenda of the scheduled event clearly stating the topics to be discussed, and reflecting the actual contact hours. Welcome, breaks, and meal times are not 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 SB-CEU).
- Training sessions longer than two and one half-hours (2½) must include a 15-minute break. Additionally, a minimum of 30 minutes must be included for mealtime if the session is five (5) hours or longer. Mealtime that includes a speaker cannot be included as part of the contact hours.
- The following programs cannot be approved for SB-CEU's:
  - Staff orientation programs
  - Business meetings
  - Lecture series or cultural performances
  - Self-help programs and personal activities
  - Programs leading to high school equivalency
- 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 explanation for such decision and required changes. Ionia County ISD will notify applicants via E-mail of the final action taken by the Michigan Department of Education.
- Approved applications will be assigned an approval number by the MDE.

- Applicants may withdraw their applications prior to being granted an approval by submitting a written notice to Ionia County ISD. Applicants wishing to withdraw an application once it has been approved are required to send a notice of cancellation (See Program Changes below). A refund of application fees will not be provided once a program has been approved.

#### **DURING THE PROGRAM:**

- Start and end the program according to the approved agenda.
- Have workshop participants interested in obtaining SB-CEU's, sign in and out. The submission of this sign in/sign out sheet is required for program completion and the awarding of SB-CEU credit.
- Monitor participant attendance and the fulfillment of workshop and/or course requirements.
- Administer participant evaluations. (Evaluation samples are available.)
- Distribute the SB-CEU Certificate of Completion toward the end of the event, and have participants retain the top section of the Certificate of Completion for their records as proof of successful completion. The bottom section of the Certificate should be collected and returned to ICISD.
- Participants must have 100% attendance to receive the approved SB-CEU. Partial credit is not allowed.

#### **AFTER THE PROGRAM:**

- Submit the following to ICISD within two weeks from the ending date of the program:
  - Completed section of the SB-CEU Certificate of Completion.
  - Sign in/sign out sheets for only those who requested SB-CEU.
  - The Sign in/out sheets must include title and date of the event, approval number and signature of the event's monitor or facilitator. If there are individuals listed who do not qualify for SB-CEU, please make a note of it on the sign in/sign out sheets.
  - Summary of program evaluations.
  - Agenda (if not previously submitted).
- Incomplete reports will be returned to the program monitor/facilitator or sponsoring agency for correction.
- Keep a copy of everything submitted for your records.

#### **PROGRAM CHANGES:**

- *Cancellation:*
  - Notify Ionia County 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.

- *Rescheduling:*
  - Notify Ionia County ISD in writing of any impending program rescheduling in advance. Include an explanation for the circumstances that required changes in scheduling. 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 Ionia County 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 number of SB-CEU's approved for the program.

**PROGRAM PUBLICITY:**

- Applicants may not announce the availability of SB-CEU's unless first approved by the Michigan Department of Education. Publicity for programs approved through the sponsorship of Ionia County ISD must state clearly the number of approved SB-CEU's, and program title, date, time, location, and registration information. The publicity should also include a statement acknowledging Ionia County ISD as the authorized sponsor of the approved SB-CEU.

**PROGRAM MONITORING:**

- Ionia County ISD may monitor any approved program without prior notice to ensure compliance with the Michigan Department of Education SB-CEU policies and procedures.

**PROGRAM VIOLATIONS:**

- Ionia County 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.

**PARTICIPANT RECORDS:**

- Individual SB-CEU requests will be recorded within two weeks of receipt. Ionia County ISD will maintain the SB-CEU participant records for a minimum of seven years from the ending date of approved events.

**OFFICIAL TRANSCRIPTS:**

- Participants will be issued transcripts upon written request only. Send your request in writing and include your Social Security number, and a current address to:

Ms. Rebecca Bush  
SB-CEU Program Director  
2191 Harwood Road  
Ionia, MI 48846

**For further information please contact:**

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