

## Application for State Board Continuing Education Units

Title of offering \_\_\_\_\_

Date(s) of session(s) \_\_\_\_\_

*Agenda with details:*

This electronic Word document format will expand as details are added. ***Accurate and complete information and timely submission (30 days minimum before an event) will facilitate the application process.***

Cite the beginning and ending times AND description of **EACH** (segment/component/breakout/discussion) workshop item. Include lunch and break times. Remember, there must be a break for every 2 ½ hours of instructional time.

Number of presenters \_\_\_\_\_

Number of anticipated participants \_\_\_\_\_

Outcomes (Participants will Know..., Understand that..., Be able to Do...)

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Contact information and location of Program Monitor:

Name \_\_\_\_\_ District \_\_\_\_\_

Building (if paperwork can be sent through inter-school mail) \_\_\_\_\_

Address (if paperwork must be mailed \_\_\_\_\_

Phone and Fax numbers \_\_\_\_\_

Email address \_\_\_\_\_

Please submit this form to Rebecca Bush at: [ejensen@ioniaisd.org](mailto:ejensen@ioniaisd.org). Along with this form, the following items should also be submitted before an electronic application with the Michigan Department of Education can be filed:

- Detailed agenda(s) for the offering
- Presenter information (if available)
- Printed disseminated information about the workshop (flyers, pamphlets, etc.)

If you have any questions about the application process, please contact Evelyn Jensen at 616.527.4900 or via e-mail at: [ejensen@ioniaisd.org](mailto:ejensen@ioniaisd.org).