

SB-CEU APPLICATION INSTRUCTIONS

Please read instructions prior to completing application.

Please type all information onto form. Do not write or print.

Please detach instruction sheet prior to submitting application to MDE.

Update/Renewal Application Instructions

Complete items numbered 1-5 and 12 as well as the signature section located on page one of the application. Also complete the dates/locations on page 2. Sponsors need only submit pages 1 & 2 for an update/renewal. If there is a change in presenter(s), please submit appropriate presenter information.

SB-CEU Program Approval Application Instructions (New Program)

1. Sponsor Name: Always use the sponsor name that was originally approved.
2. Sponsor I.D.: Assigned by M.D.E. to all approved sponsors. Includes a letter plus six digits. Proofread this number for correctness. It is a good idea to type this number on the form when you run duplicates – along with sponsor name, telephone number, etc.
3. Program Number: this is the approval number that is assigned by M.D.E. when the application is approved. An approval letter will follow approximately 10 days after the application arrives.
4. No. of SB-CEUs: Determined by dividing the number of contact hours (training hours) by the number 10 and indicating it to the tenth decimal place (i.e., 1.0, .5, 2.4). Do not round decimals. Thus, 18 hours of training equals 1.8 SB-CEUs. Applications must have a minimum of five hours of training.
5. Program Title: Please keep title under 35 characters. Longer titles are lost due to data input limitations.
6. Target Audience: Check all boxes that apply.
- 7.&8. Needs Assessment: May be an informal or formal assessment. Planning meetings involving representative from target populations will satisfy this part of the application. Indicate the month and date that the meeting occurred.
9. Presenters & Resumes: Number of presenters is limited to 99. Submit Presenter Information form. The following background information may be submitted instead of presenter information form: 1) name, 2) highest degree earned, 3) business address, 4) telephone, 5) employer, 6) presenter's area of expertise.
10. Conference: Enter a (2) if it is a traditional workshop, inservice, or training session. Enter a (1) if it is structured like an annual conference with breakout session at different hours. Conferences may earn a maximum of 1.0 SB-CEUs.
11. Program Descriptors: Choose a two-digit number that generally describes the training. Enter at least one, but not more than two, numbers from the program descriptor sheets. See pages 4 & 5 for selected codes.
12. Beginning & End Offering Dates: On line 1, type first day of training under "beginning date" and the last day of training under "end date". If training is only one day, beginning and ending dates will be the same. If training spans more than one day, list the range (e.g., 5-8-92 to 7-8-93). This range is considered one offering. If the same training will be repeated in total, then list each repetition on a different line. Four repetitions, for example, would be listed on lines 1, 2, 3, and 4. Use county code numbers to indicate where training will occur. County codes are listed on page 6.
13. College or SB-CEU Credit: Enter (1) if option exists for college credit (identify college). Enter (2) if training allows SB-CEU credit, but not college credit. If option exists for college credit, it is important that sponsor type the following phrase anywhere on the application: "Participants are eligible for either SB-CEU or college credit, but not both because it is a duplication of credit."

14. Number of Program Offerings: Enter (1) if the entire training program will be offered once. If the same training will be offered more often, then list the number of times. Every repetition of the training is considered another offering. Finally, all offerings must provide the same content, number of contact hours, and number of SB-CEUs.
15. Contact Hours: The actual time used for instruction. One contact hour equals 60 minutes. Do not count breaks, lunch or dinner speeches, homework, preparation time, registration, organizational functions, or similar non-instructional activities. Do not round and use whole numbers only.
16. Originating District & Contact Person: Please complete this section if originating school district is submitting application to the local ISD or ISD consortium for preapproval.

Signatures: All signatures on page 1 must be original, not stamped or photocopied. The use of blue or red ink is preferred.

SB-CEU Program Sponsor: Is always signed by the authorized SB-CEU individual. Other persons assisting in the coordination and training should not sign.

I.S.D. Preapproval: Only the authorized SB-CEU preapproval coordinator for the ISD may sign this form.

M.D.E. Approval: Signed by the Michigan Department of Education, Office of Professional Preparation and Certification Services.

SB-CEU PROGRAM DESCRIPTOR CODES

CONTENT AREAS

001	General Language Arts	058	Home Economics
002	English (including Literature)	059	Art Education
003	Journalism		
004	Speech	060	Health
005	Reading	061	Physical Education
006	Writing	062	Recreation
007	Drama	063	Dance
010	General Social Studies	065	MDE Comp Health Program
011	Economics		
012	Geography	066	General Business Education
013	History	067	Accounting
014	Political Science	068	Business Administration
015	Psychology	069	Secretarial Science
016	Sociology	070	Distributive Education
017	Anthropology		
018	Cultural Studies	075	General Special Education
019	Behavioral Studies	076	Mentally Impaired
		077	Speech/Language Impaired
025	General Studies	078	Physically/Otherwise Health Impaired
026	Biology	079	Emotionally Impaired
027	Chemistry	080	Visually Impaired
028	Physics	081	Hearing Impaired
029	Geology-Earth Science	082	Learning Disabled
030	Astronomy	083	Autistic
		084	Handicapped Chldrn's Early Educ
035	Mathematics	085	At-Risk
		086	Inclusion
036	French		
037	German		
038	Latin	088	Gifted/Talented
039	Spanish		
040	Russian	090	Vocational Agriculture
041	Japanese	091	Vocational Business
042	Chaldean	092	Vocational Distributive Education
043	Arabic	093	Vocational Home Economics
		094	Vocational Technical
050	English as Second Language	100	Driver/Safety Education
051	Other Bilingual	101	Library Science
055	Agricultural Education	102	Environmental Studies
056	Industrial Arts	103	Computer Science/Technology
057	Music Education	104	Sex Education

SB-CEU PROGRAM DESCRIPTOR CODES

(continued)

Grade Level

- 105 Early Childhood
- 106 Elementary
- 107 Middle Sch/Jr. High Sch
- 108 Secondary/Senior High Sch
- 109 Adult Education

NON-CONTENT AREAS

- | | | | |
|-----|---------------------------------|-----|---|
| 200 | School Administration | 201 | Management/Supervision Skills |
| 202 | Adult Learning Styles | 203 | Brain Development Theories |
| 204 | Behavior Management Styles | 205 | Communication Skills |
| 206 | Discipline in the Classroom | 207 | State Educ Policy, Admin, Rules, Procedure |
| 208 | Instruct Theory/Methods | 209 | Issues Management |
| 210 | Learning Styles | 211 | Student Motivation Theories/Techniques |
| 212 | Parent/Community Relations | 213 | Student Problem Solving Skills |
| 214 | School Improvement | 215 | Student Self-Concept Development |
| 216 | Sex Equity in the Classroom | 217 | Multicultural Education |
| 218 | Leadership Skills | 219 | Child Psychology |
| 220 | Testing and Measurement | 221 | Outdoor Education |
| 222 | Curriculum Development | 223 | Media Utilization |
| 224 | Substance Abuse Education | 225 | Career Counseling for Students |
| 226 | AIDS Education | 227 | Student Dropout Prevention |
| 228 | Staff Development Leadership | 229 | Mentoring Training Program |
| 230 | Personnel Hiring or Evaluation | 231 | Human Development/Socialization of
Children and/or Adolescents |
| 232 | Supervising School Psychologist | | |
| 233 | Mentor/Supervising Teacher | 234 | Miscellaneous-Content/Non-Content Areas |

SB-CEU CODE LISTING OF COUNTIES AND ISD'S

<u>NUMBER</u>	<u>COUNTY OR ISD</u>	<u>NUMBER</u>	<u>COUNTY OR ISD</u>
03	Allegan ISD	44	Lapeer ISD
04	Alpena-Montmorency-Alcona ESD	46	Lenawee ISD
08	Barry ISD	47	Livingston ESA
09	Bay-Arenac ISD	50	Macomb ISD
11	Berrien ISD	51	Manistee ISD
12	Branch ISD	52	Marquette-Alger ISD
13	Calhoun ISD	53	Mason-Lake ISD
14	Lewis-Cass ISD	54	Mecosta-Osceola ISD
15	Charlevoix-Emmet ISD	55	Menominee ISD
16	Cheboygan-Otsego-Presque Isle ISD	56	Midland County ISD
17	Eastern UP ISD	58	Monroe ISD
18	Clare-Gladwin ISD	59	Montcalm Area ISD
19	Clinton RESA	61	Muskegon ISD
21	Delta-Schoolcraft ISD	62	Newaygo ISD
22	Dickinson-Iron ISD	63	Oakland Schools
23	Eaton ISD	64	Oceana ISD
25	Genesee ISD	70	Ottawa Area ISD
27	Gogebic-Ontonagon ISD	72	C.O.O.R. ISD
28	Taverse Bay ISD	73	Saginaw ISD
29	Gratiot-Isabella RESD	74	St. Clair ISD
30	Hillsdale ISD	75	St. Joseph ISD
31	Copper Country ISD	76	Sanilac ISD
32	sHuron ISD	78	Shiawassee RESD
33	Ingham ISD	79	Tuscola ISD
34	Ionia ISD	80	Van Buren ISD
35	Iosco ISD	81	Washtenaw ISD
38	Jackson ISD	82	Wayne Co. RESA
39	Kalamazoo Valley ISD	83	Wexford-Missaukee ISD
41	Kent ISD		

NOTE: Please refer to these county codes when completing SB-CEU application.
