

## State Board Continuing Education Units (SB-CEUs) Update

MIWLA offers State Board Continuing Education Units (SB-CEUs) for its conference workshops. The SB-CEUs are applicable for renewal of professional certificates for teachers and administrators and are valid for a period of five years. The SB-CEUs cannot be applied to the 18 hours of after-graduation requirements to maintain a teaching certificate.

**MIWLA conference workshops.** The conference workshops are identified in the program by the letter “W” and a number (i.e., W-01). The workshops are each three (3) instructional hours in length. (Note that SB-CEUs are based on instructional hours. This does not include breaks and lunches.) There is a \$30 fee for each MIWLA workshop. No refunds will be given with the exception of a MIWLA-approved workshop cancellation (e.g., illness of workshop leader).

**Requirements for SB-CEUs.** The State of Michigan has strict requirements concerning SB-CEUs. The reporting is done online and there is a short time frame in which the workshop participants’ information can be reported. Therefore, please read the following bulleted list carefully to avoid complications and/or a loss of SB-CEUs.

Each workshop is eligible for .3 SB-CEUs. Attendees can take from one to four workshops, resulting in from .3 to 1.2 SB-CEUs.

In order to receive SB-CEUs for your workshop(s), you must:

- Indicate at the time of registration** whether or not you wish to earn SB-CEUs for any given workshop.
- Pay** workshop fees
- Attend** the entire workshop
- Provide all necessary information** on the attendance sheet *and* social security number sheet for each workshop you attend (each workshop is processed separately, so the paperwork must be completed for *every* workshop)
- Sign in and sign out** of each workshop on the attendance sheet
- Return the workshop evaluation** to the workshop monitor at the end of each workshop

### ***NEW FOR 2010***

- Create an online account** with the Michigan Department of Education after the conference
- Fill out an online Department of Education evaluation** for your workshop(s) within 30 days of the conference. This is independent of the evaluation you will fill out for MIWLA, and is a new requirement in order to receive SB-CEUs.
- Print your transcript for your records**

**NOTE:** *Failure to follow these steps will invalidate your registration for SB-CEUs. It will NOT be possible to register for or receive these credits after the workshop has begun.*

*Did you know?*

***The MIWLA has social networks too - connect with fellow educators online!***

***facebook - <http://www.facebook.com> (search for “MIWLA” and “like” us)***

***twitter - <http://www.twitter.com/miwla>***

***MIWLA Connect - <http://grou.ps/miwlaconnect>***