



Date Submitted \_\_\_\_\_

SB-CEU Course # \_\_\_\_\_

**REQUEST FOR STATE BOARD CONTINUING EDUCATION UNITS SB-CEUs**

**REQUEST FOR SB-CEU APPROVAL MUST BE SUBMITTED 20 DAYS PRIOR TO PROGRAM**

Program Title \_\_\_\_\_

(Should be no longer than 35 characters)

Number of Presenters \_\_\_\_\_ Is program also offered for college credit? Yes No

Program Category (see attached) – chose one \_\_\_\_\_

Program Descriptor Code (see attached) – list one or two \_\_\_\_\_

Is this a conference? Yes No

Program Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_

School/College \_\_\_\_\_ Dept. \_\_\_\_\_

Total Contact Hours (Whole hours only. Do not round up) \_\_\_\_\_  
(Do not count welcome, breaks, lunch, working lunch or housekeeping.)

Number of SB-CEUs (Hours divided by 10 = number of SB-CEUs) \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Location \_\_\_\_\_

**REPETITIONS:**

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Location \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Location \_\_\_\_\_

(All repetitions must have the same content, number of contact hours and number of SB-CEUs.)

Who will serve as program monitor?

Name \_\_\_\_\_

Address \_\_\_\_\_





**PROGRAM CONTENT DESCRIPTION (3-5 sentences)**

PROGRAM GOALS/OBJECTIVES (3-5 sentences)

BRIEF DESCRIPTION OF INSTRUCTIONAL FORMAT

EVALUATION MECHANISM TO BE USED (please attach)

VITA(AE) OF INSTRUCTOR(S)/SPEAKERS (please attach) If a conference, list keynote speakers only.

Copy of Agenda (please attach)

NOTE: Please attach program agenda showing precise schedule and sample of program brochure (if applicable) displaying WSU affiliation.

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**Review Committee Recommendation**

Approved for \_\_\_\_\_ SB-CEUs SB-CEU Course # \_\_\_\_\_

Disapproved because:

\_\_\_\_\_  
Date

\_\_\_\_\_  
SB-CEU Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson, CEU Review Committee





## Step-by-Step Instructions for Requesting SB-CEU Program Approval

Below is the information you will need to provide to us in order to receive SB-CEUs for your workshop or conference. Please be sure to attach an agenda. **The application must be typed.**

Checklist of what you need to apply for SB-CEUs:

- Completed application page.
- Detailed agenda** with **contact hours** listed (See Sample). Welcome and introductions should not be counted as contact hours. Lunch, even if there is a discussion and/or a movie cannot be counted. For every 2 1/2 hours of contact, there must be a 15 minute break (which cannot be counted). Evaluation, debriefing and question and answer sessions, however, do count as contact hours.
- If there are any changes in the agenda, dates, times, instructor, etc. **you must notify our office PRIOR to the program.**

Send to: Dawn Havard, Professional Development Division, Room 240 Rands Annex, 5229 Cass, Detroit, MI 48202. Email: [dlhavard@wayne.edu](mailto:dlhavard@wayne.edu), Fax: 313 577 4354, Phone: 313 577-4449

When MDE approval has been received instructions for administering SB-CEUs, a sample Program Monitor cover letter, a sign-in sheet, and the participant application/attendance record forms will be sent to you. The list below indicates what is needed from you after the program takes place. Remember that the items below should be sent to the SB-CEU coordinator within 30 days of the program's conclusion.

- The original application/attendance record** each participant must complete. (Send immediately)
- A compilation of the evaluation/feedback forms.** (There must be a program evaluation. The format can be of your choosing.) It must be received within two weeks of program conclusion.
- The sign in sheet/attendance sheet.** Each person desiring SB-CEUs must sign in. **EVERYONE WHO SIGNS IN MUST PUT IN THE CORRECT TIME** (e.g. you can't have 15 people all signing in at 8:05). They must also sign out upon leaving and put in the correct time. You, as the monitor, must highlight those names after you have collected their Application/Attendance Record at the end of the program. If your class starts at 8:30, people who come in at 8:31 CANNOT be given SB-CEUs. There are NO exceptions to this rule. You must do this every day. If you have a multi-day program and a person is 5 minutes late for only one day, they cannot be given SB-CEUs. So you might want to



# WAYNE STATE UNIVERSITY

consider offering LESS SB-CEUs. For example if you are offering a 2 day program and the total number of Contact Hours is 12 or 1.2 SB-CEUs you might request 11 hours or 1.1 SB-CEUs thus allowing those who come late or leave early to be able to apply for SB-CEUs.

- The SB-CEU Program Monitor cover letter.** You must verify that you monitored the program making sure no one entered late or left early.





## **SB-CEU Categories**

Choose ONE category that best describes your program and list on front page of the application.

Agricultural Education

Art Education

Business Education

Computer Science/Technology

Foreign Language

General Studies

Gifted/Talented

Health/Recreation/Physical Education

Home Economics

Language Arts

Mathematics

Social Studies

Special Education

Vocational Education

Miscellaneous (Content Area)

Elementary School Level (PreK-5)

Middle School Level (Grades 6-8)

Secondary School Level (Grades 9-12)

Curriculum Development (Non-Content)

Leadership Skills (Non-Content)

Management/Supervision Skills (Non-Content)

Parent and/or Community Relations

School Administration (Non-Content)

School Improvement (Non-Content)

State Policy, Rules, Procedures (Non-Content)

Miscellaneous (Non-Content)





**SB-CEU Program DESCRIPTOR CODES**  
**Choose 1 or 2 descriptor codes and list on application.**

Content Areas				Non-Content Areas	
001	<b>GENERAL LANGUAGE ARTS</b>	058	<b>HOME ECONOMICS</b>	200	School Administration
002	English (including Literature)			201	Management/Supervision Skills
003	Journalism	059	<b>ART EDUCATION</b>	202	Adult Learning Styles
004	Speech	060	Health	203	Brain Development Theories
005	Reading	061	Physical Education	204	Behavior Management Skills
006	Writing	062	Recreation	205	Communication Skills
007	Dramatics	063	Dance	206	Discipline in the Classroom
010	<b>GENERAL SOCIAL STUDIES</b>	065	MDE Comp. Health Prog.	207	State Education Policy, Administrative Rules and Procedures
011	Economics	066	<b>GENERAL BUSINESS</b>	208	Instructional Theory (TIP, Etc.)
012	Geography	067	Accounting	209	Issues Management
013	History	068	Business Administration	210	Learning Styles (Attribution Theory)
014	Political Science	069	Secretarial Science	211	Student Motivation Theories/Techniques
015	Psychology	070	Distributive Education	212	Parent and/or Community Relations
016	Sociology	075	<b>GEN. SPECIAL EDUC.</b>	213	Student Problem Solving Skills
017	Anthropology	076	Mentally Impaired	214	School Improvement
018	Cultural Studies	077	Speech & Language Impaired	215	Student Self-Concept Development
019	Behavioral Studies	078	POHI	216	Sex Equity in the Classroom
025	<b>GENERAL SCIENCE</b>	079	Emotionally Impaired	217	Multicultural Education
026	Biology	080	Visually Impaired	218	Leadership Skills
027	Chemistry	081	Hearing Impaired	219	Child Psychology
028	Physics	082	Learning Disabled	220	Testing and Measurement
029	Geology-Earth Science	083	Autistic	221	Outdoor Education
030	Astronomy	084	Handicapped Children's Early Education Program	222	Curriculum Development
035	Mathematics	085	<b>At-Risk</b>	223	Media Utilization
036	French	086	<b>Inclusion</b>	224	Substance Abuse Education
037	German	088	<b>GIFTED/TALENTED</b>	225	Career Counseling for Students
038	Latin	090	Vocational Agriculture	226	AIDS Education
039	Spanish	091	Vocational Business	227	Student Dropout Prevention
040	Russian	092	Vocational Distributive Education	228	Staff Development Leadership (97/98 Policy Boards)
041	Japanese	093	Vocational Home Economics	229	Mentoring Training Program
042	Chaldean	094	Vocational Technical	230	Personnel Hiring or Evaluation
043	Arabic	100	Driver & Safety Education	231	Human Development & Socialization of Children and/or Adolescents
050	English as a Second Language	101	Library Science	232	Supervising School Psychologist
051	Other Bilingual	102	Environmental Studies	233	Mentor/Supervising Teacher
055	<b>AGRICULTURAL EDUCATION</b>	103	Computer Science/Technology		
056	<b>INDUSTRIAL ARTS</b>	104	Sex Education		
057	<b>MUSIC EDUCATION</b>		<b>GRADE LEVEL</b>		
		105	Early Childhood		
		106	Elementary		
		107	Middle School/Jr. High School		
		108	Secondary/High School		
		109	Adult Education		



## SAMPLE AGENDA

*Times MUST be  
put into the  
agenda!*

8:30-9:00 a.m.	Welcome and Introductions
9:30-10:30 a.m.	Assessment Issues
10:30-10:45 a.m.	BREAK
10:45-12:00 p.m.	More Issues
12:00-1:00 p.m.	LUNCH
1:00-3:30 p.m.	Further Issues
3:30-3:45 p.m.	BREAK
3:45-5:00 p.m.	Final Issues
5:00-5:30 p.m.	Evaluations, Q&A

Total contact hours would be: 9 hours minus 1 hour for lunch minus 1/2 hour (2 breaks) = 7 1/2 contact hours

**SB-CEUs Awarded would be .7 SB-CEUs**

