

## **PROFESSIONAL DEVELOPMENT ACTIVITIES ELIGIBLE FOR AWARDING SB-CEUs**

An approved SB-CEU sponsor must complete the SB-CEU program approval application and submit to MDE for approval. Applications must be received by the established timelines. Applications for School Improvement Teams, New Principal Mentors, School Committees, and State Board Appointed Advisory Boards/Teams will be for one school year. Applications for Supervising Teacher/School Psychologist/School Guidance Counselor/and/or Teacher Mentor will be for one semester or one placement period.

If all guidelines are met, MDE will approve the activity for SB-CEUs and send notification to the sponsor.

*A maximum of 9.0 SB-CEUs earned in each activity in a five-year period renewal period can be used toward certificate renewal.*

**A. Supervision of Student Teacher/Teacher Intern (maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal)**

1. Criteria for Eligibility

- a. Three (3.0) SB-CEUs may be earned by a supervising teacher who supervises a student teacher/teacher intern for a university/college determined placement period of not less than 12 weeks.
- b. A supervising teacher must prepare and submit to the building principal and/or the teacher preparation institution's representative an evaluation of the student teacher/teacher intern's performance.
- c. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
- d. Application deadline is September 30 for the fall semester and January 31 for the winter semester.

**B. New Teacher Mentor (maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal)**

1. Criteria for Eligibility

- a. Three (3.0) SB-CEUs may be earned for serving as a mentor teacher to a new teacher for at least a full semester of an academic year.
- b. A new teacher mentor must submit to the building principal an evaluation of the mentoring process for the application period.
- c. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
- d. Application deadline is September 30 for the fall semester and January 31 for the winter semester.

**C. Supervision of School Counselor/Psychologist Required Practicum/Internship (maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal)**

1. Criteria for Eligibility
  - a. Three (3.0) SB-CEUs may be earned for supervising a school counselor for a full placement period of not less than 300 clock hours as determined by the sponsoring college/university.
  - b. Three (3.0) SB-CEUs may be earned for supervising a preliminary school psychologist certificate holder for not less than 300 clock hours.
  - c. A supervising counselor/psychologist must provide documentation of being assigned to serve as a supervising counselor/school psychologist to the building principal along with an evaluation of the supervision process for the application period.
  - d. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
  - e. Application deadline is September 30 for the fall semester and January 31 for the winter semester.

**D. Serving on a K-12 School Improvement Team (maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal)**

1. Criteria for Eligibility
  - a. Three (3.0) SB-CEUs may be awarded for participation on a School Improvement Team for a full school year.
  - b. The candidate must be an active member of the local or intermediate school board approved Public Act 25 School Improvement Team.
  - c. The candidate must participate in  $\frac{3}{4}$  of the scheduled School Improvement Team meetings, but not less than six meetings.
  - d. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
  - e. Application deadline is September 30.

**E. New Principal Mentor (maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal)**

1. Criteria for Eligibility
  - a. An assigned mentoring principal must mentor for at least a full school year.
  - b. A new principal mentor must submit to the superintendent for evaluation the goals, objectives, and an evaluation of the mentoring process for the application period.
  - c. Three (3.0) SB-CEUs may be earned for a full school year.
  - d. The signature of the district superintendent on the verification form will serve as confirmation of the successful completion of the mentoring assignment.
  - e. Application deadline is September 30.

**F. Standards Review Team/Assessment Review Team/MEAP Item Review Team/State Board Approved Advisory Committee/State Subject Area Standards Team/Curriculum Standards Review Team (maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal).**

**NOTE: These committees are applied for only by the SB-CEU coordinator at MDE/State level.**

1. Criteria for Eligibility

- a. Three (3.0) SB-CEUs may be earned for a full school year. Partial credit is not allowed.
- b. Teams must meet a minimum of six times during the school year.
- c. Participants must have a verified attendance at a minimum of five meetings to be eligible for SB-CEUs.
- d. The signature of the team chairperson on the verification form will provide verification of the successful completion of the team's activities.
- e. Application deadline is September 30

**G. School Committee Meetings (maximum of 9.0 SB-CEUs earned in a five-year period can be used toward certificate renewal)**

1. Criteria for Eligibility

- a. Three (3.0) SB-CEUs may be earned for a full school year. Partial credit is not allowed. An applicant cannot earn more than 3 SB-CEUs per school year, regardless of the number of different assigned committees. Partial credit is not allowed. Mixing and matching of committee meetings is not allowed.
- b. School committees must meet a minimum of six times during the school year.
- c. Participants must have verified attendance at a minimum of  $\frac{3}{4}$  of the scheduled committee meetings, but not less than six meetings, to be eligible for SB-CEUs.
- d. The signature of the committee chairperson on the verification form will provide verification of the successful completion of the committee's activities.
- e. Application deadline is September 30.