

**Michigan Department of Education  
Office of Professional Preparation Services**

**Professional Development Activities Eligible  
For Awarding SB-CEUs**

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. Please contact your local SB-CEU sponsor for an application and further details at [http://www.solutionwhere.com/mi\\_sbceu](http://www.solutionwhere.com/mi_sbceu)

**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
  - 1. Criteria for Eligibility
    - a. A supervising teacher must supervise 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. Three (3.0) SB-CEUs may be earned for supervising a student teacher/teacher intern for a full placement period of not less than 12 weeks.
  
- B. New Teacher Mentor
  - 1. Criteria for Eligibility
    - a. An assigned mentor to a new teacher must mentor 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. Three (3.0) SB-CEUs may be earned for serving as a mentor teacher for a full semester of an academic year.

- C. Supervision of School Counselor/Psychologist Required Practicum/Internship
  - 1. Criteria for Eligibility
    - a. A supervising a school counselor/school psychologist must supervise a school counselor/school psychologist for a full placement period of not less than 300 hours, as determined by the sponsoring college/university.
    - b. 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.
    - c. Three (3.0) SB-CEUs may be earned for supervising a school counselor/school psychologist for a full placement period of not less than 300 hours.
  
- D. Serving on a K-12 School Improvement Team
  - 1. Criteria for Eligibility
    - a. The candidate must be an active member of the local or intermediate school board approved Public Act 25 School Improvement Team.
    - b. The candidate must participate in  $\frac{3}{4}$  of the scheduled School Improvement Team meetings, but not less than six meetings.
    - c. Three (3.0) SB-CEUs may be awarded for participation on a School Improvement Team for a full school year.
  
- E. New Principal Mentor
  - 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.

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- F. Standards Review Team/Assessment Review Team/MEAP Item Review Team/State Board Approved Advisory Committee/State Subject Area Standards Team/Curriculum Standards Review NOTE: These committees are applied for only by the SB-CEU coordinator at the State level.
1. Criteria for Eligibility
    - a. Teams must meet a minimum of six times during the school year.
    - b. Participants must have a verified attendance at a minimum of five meetings to be eligible for SB-CEUs.
    - c. Three (3.0) SB-CEUs may be earned for a full school year. Partial credit is not allowed.
- G. School Committee Meetings
1. Criteria for Eligibility
    - a. School committees must meet a minimum of six times during the school year.
    - b. 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.
    - c. 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.