

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

**Individual Professional Activities for SB-CEU Credit**

Guest teaching in an advanced degree college or university program may qualify for SB-CEU credit. The request must be preapproved, subject to later verification, and all criteria for submission of an SB-CEU program approval application are satisfied. Individual Professional Activities may not exceed one-half (nine) of the SB-CEUs required in a renewal period. SB-CEU credit will not be granted for teaching the same course more than once in a five-year period.

**Participant**

The individual will complete and submit responses to the five questions listed below to the SB-CEU sponsor. These responses must show how the proposed activity is related to both the individual's and the school district's professional development goals.

1. Describe this activity in general with particular attention to those aspects that will enhance your professional development. A description of a course with an attached syllabus is not sufficient. Instead, identify which aspects of the course will contribute to your professional knowledge base or growth.
2. Explain how this new knowledge base or activity is in accordance with the goals of the employing school district (contributes to school management, improves instructional skills, etc.).
3. Describe the unit of measurement and the method that will be used to evaluate the elements of the college course that will help you grow professionally.
4. Specify how success will be attained utilizing the units of measurement listed in #3 above.
5. Give specific dates for the activity and calculate the total number of contact hours that this activity will require. Preparatory time for instruction cannot be included in the calculation of contact hours.

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6. A letter from the Dean or Department Chairperson will be required to verify that this college course was successfully taught. This letter must be submitted to the SB-CEU sponsor **no later than 30 days after the end date** of the course. Upon receipt and review of the verification, the SB-CEU sponsor will award the SB-CEUs.