

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

Internet-Mediated/Web-Based Instruction

Participant

1. The participant must provide their local SB-CEU sponsor with a course syllabus/agenda no less than 45 days prior to the start date of the offering.
2. The participant must maintain an accurate log of time on-line, if the on-line course does not do so. This must be recorded between the beginning and ending date of enrollment indicated in the approved SB-CEU program application. The submission of this log is a requirement for program completion and the awarding of SB-CEU credit.
3. Documentation of course and/or program completion, including each enrollee's log of on-line time, must be received by the SB-CEU coordinator no more than 30 calendar days from the ending date of the approved program.

SB-CEU Sponsor

The amount of SB-CEU credit for web-based continuing education programs will be awarded in compliance with the approved guidelines and only the full amount of credit can be awarded to program participants.