

PROGRAM APPROVAL APPLICATION FOR STATE BOARD CONTINUING EDUCATION UNIT (SB-CEU)

NEW (Complete ALL items)
 UPDATE*
 RENEWAL*
 *Applicants marking either of these two boxes need to complete only items 1-6 and 12 below and dates and locations on page 2.

- *Please type all information. Please do not write or print.*
- *Central Michigan University is unable to offer less than .3 SB-CEU.*

1. ORGANIZATION:	NAME OF CONTACT PERSON:	PHONE NUMBER: ()
2. SPONSOR ID NUMBER: C002243	3. PROGRAM NUMBER (issued by CMU):	4. NUMBER OF SB-CEUS:
5. PROGRAM TITLE:		6. DATE REQUEST SUBMITTED:

7. TARGET AUDIENCE: (Check all that apply.)
 TEACHERS
 ADMINISTRATORS
 SCHOOL PSYCHOLOGISTS

8. NEEDS ASSESSMENT: *Required to determine need for training. Representatives of target training group should be involved in the planning process. Check at least one of the assessment methods listed below that were used to assess the needs for this program.*

SURVEY
 AD HOC COMMITTEE
 PLANNING COMMITTEE
 OTHER _____

9. MONTH AND YEAR ASSESSMENT WAS CONDUCTED:
 _____ Month
 _____ Year

10. NUMBER OF PROGRAM PRESENTERS: _____
 11. CONFERENCE? (1=YES, 2=NO) _____

12. PROGRAM DESCRIPTORS (From page 4): _____

13. LIST THE DATE(S) FOR EACH PROGRAM OFFERING (IN CHRONOLOGICAL ORDER). SPECIFIC INFORMATION ON DATES AND LOCATIONS MUST BE PROVIDED ON THE REVERSE SIDE OF THIS FORM.

NO.	BEGIN DATE			END DATE			COUNTY CODE 2 Digits (from p. 5)
	Month	Day	Year	Month	Day	Year	
01							
02							
03							
04							
05							

14. IS THIS PROGRAM ALSO OFFERED FOR COLLEGE CREDIT? (1=YES, 2=NO) _____
 (If YES, list name of college _____)

15. TOTAL NUMBER OF PROGRAM OFFERINGS? _____

16. TOTAL CONTACT HOURS PER PROGRAM OFFERING: _____

17. NUMBER OF PARTICIPANTS YOU EXPECT TO REGISTER TO EARN THE SB-CEU: _____

18. ORIGINATING DISTRICT (If not the approved sponsor) _____

CONTACT PERSON _____ DATE _____

IMPORTANT NOTICE FOR K-12 SCHOOL DISTRICTS THAT ARE APPROVED SB-CEU SPONSORS: Submit this application directly to your ISD for pre-approval if your ISD has been authorized to pre-approve SB-CEU applications.

SB-CEU PROGRAM SPONSOR _____ DATE _____

ISD PRE-APPROVAL _____ DATE _____

DATE(S) AND LOCATION(S) INFORMATION

19. Name of Facility and Address Where Program is to be Scheduled	City	Dates in Chronological Order			Times From To	
		MO	DA	YR	AM/PM	AM/PM
1st OFFERING OF PROGRAM						
DAY 1						
DAY 2						
DAY 3						
DAY 4						
DAY 5						
DAY 6						
DAY 7						
Name of Facility and Address Where Program is to be Scheduled	City	Dates in Chronological Order			Times From To	
2nd OFFERING OF PROGRAM						
DAY 1						
DAY 2						
DAY 3						
DAY 4						
DAY 5						
DAY 6						
DAY 7						
Name of Facility and Address Where Program is to be Scheduled	City	Dates in Chronological Order			Times From To	
3rd OFFERING OF PROGRAM						
DAY 1						
DAY 2						
DAY 3						
DAY 4						
DAY 5						
DAY 6						
DAY 7						

ISD PRE-APPROVAL

Local school districts that are approved SB-CEU sponsors may submit their applications to their intermediate school district/regional educational service agency (ISD/RESA) for pre-approval, if the ISD/RESA is participating in the pre-approval program. School districts choosing this option should contact their ISD/RESA to determine whether they are participating and what time line is needed for the pre-approval.

Overall Goal/Objective of Program

(Include 3 – 5 sentences.)

Specific Learning Outcomes for Participants

(Include 3 – 5 sentences.)

Program Description

Provide a description of the program and content to be used for the permanent SB-CEU record.

Program Agenda

The agenda needs to show precise hour-by-hour activities so instructional (contact) hours may be verified. Training sessions longer than 2 1/2 hours must include a 15-minute break. Welcome, breaks, meal times, and registration are not to be included in contact hours. Describe other aspects of the training such as methodologies, instructional aids, learning materials, etc., to identify the specific training proposed. **Please attach a copy of the agenda.**

Evaluation Summary

Sponsors may use their own evaluation form. Sponsors will need to prepare and submit to Central Michigan University an evaluation summary of SB-CEU registrants.

Signature of Applicant

Date

FOR CMU OFFICIAL USE ONLY

PROGRAM APPROVED FOR: _____ **SB-CEU** _____ **PROGRAM DENIED**

Denied because: _____

Date

Mary K. Starnes
Director, Educational & Professional Development

Send completed application to: SB-CEU APPLICATION, Educational & Professional Development, Central Michigan University, Off-Campus Programs, 802 Industrial Drive, Mount Pleasant, MI 48858. Phone (800) 950-1144, ext. 7129 or (989) 774-7129. Fax (989) 774-1188.

SB-CEU PROGRAM DESCRIPTOR CODES

CONTENT AREAS				NON-CONTENT AREAS	
001	General Language Arts	065	MDE Comprehensive Health Program	200	School Administration
002	English (including Literature)			201	Management/Supervision Skills
003	Journalism	066	General Business Education	202	Adult Learning Styles
004	Speech	067	Accounting	203	Brain Development Theories
005	Reading	068	Business Administration	204	Behavior Management Skills
006	Writing	069	Secretarial Science	205	Communication Skills
007	Dramatics	070	Distributive Education	206	Discipline in the Classroom
				207	State Education Policy, Admin., Rules, Procedures
010	General Social Studies	075	General Special Education	208	Instructional Theory/Methods
011	Economics	076	Mentally Impaired	209	Issues Management
012	Geography	077	Speech/Language Impaired	210	Learning Styles
013	History	078	Physically/Otherwise Health Impaired	211	Student Motivation Theories/Techniques
014	Political Science	079	Emotionally Impaired	212	Parent/Community Relations
015	Psychology	080	Visually Impaired	213	Student Problem Solving Skills
016	Sociology	081	Hearing Impaired	214	School Improvement
017	Anthropology	082	Learning Disabled	215	Student Self-Concept Development
018	Cultural Studies	083	Autistic	216	Sex Equity in the Classroom
019	Behavioral Studies	084	Handicapped Children's Early Education	217	Multicultural Education
		085	At-Risk	218	Leadership Skills
025	General Studies	086	Inclusion	219	Child Psychology
026	Biology			220	Testing and Measurement
027	Chemistry	088	Gifted/Talented	221	Outdoor Education
028	Physics			222	Curriculum Development
029	Geology/Earth Science	090	Vocational Agriculture	223	Media Utilization
030	Astronomy	091	Vocational Business	224	Substance Abuse Education
		092	Vocational Distributive Education	225	Career Counseling for Students
035	Mathematics	093	Vocational Home Economics	226	AIDS Education
		094	Vocational Technical	227	Student Dropout Prevention
036	French			228	Staff Development Leadership
037	German	100	Driver and Safety Education	229	Mentoring Training Programs
038	Latin	101	Library Science	230	Personnel Hiring or Evaluation
039	Spanish	102	Environmental Studies	231	Human Development/Socialization of Children and/or Adolescents
040	Russian	103	Computer Science/Technology	232	Supervising School Psychologist
041	Japanese	104	Sex Education	233	Mentoring/Supervising Teacher
042	Chaldean			234	Misc. Content/Non-Content Areas
043	Arabic	Grade Level			
050	English as Second Language				
051	Other Bilingual	105	Early Childhood		
		106	Elementary		
055	Agricultural Education	107	Middle School/Junior High School		
		108	Secondary/Senior High School		
056	Industrial Arts	109	Adult Education		
057	Music Education				
058	Home Economics				
059	Art Education				
060	Health				
061	Physical Education				
062	Recreation				
063	Dance				

SB-CEU CODE LISTING OF COUNTIES AND ISDs

Please refer to these county codes when completing the SB-CEU application.

NUMBER	COUNTY OR ISD	NUMBER	COUNTY OR ISD
03	Allegan ISD	44	Lapeer ISD
04	Alpena-Montmorency-Alcona ISD	46	Lenawee ISD
08	Barry ISD	47	Livingston ESA
09	Bay-Arenac ISD	50	Macomb ISD
11	Berrien ISD	51	Manistee ISD
12	Branch ISD	52	Marquette-Alger ISD
13	Calhoun ISD	53	Mason-Lake ISD
14	Lewis-Cass ISD	54	Mecosta-Osceola ISD
15	Charlevoix-Emmet ISD	55	Menominee ISD
16	Cheboygan-Otsego-Presque Isle ISD	56	Midland County ISD
17	Eastern UP ISD	58	Monroe ISD
18	Clare-Gladwin ISD	59	Montcalm Area ISD
19	Clinton RESA	61	Muskegon ISD
21	Delta-Schoolcraft ISD	62	Newaygo ISD
22	Dickinson-Iron ISD	63	Oakland Schools
23	Eaton ISD	64	Oceana ISD
25	Genesee ISD	70	Ottawa Area ISD
27	Gogebic-Ontonagon ISD	72	C.O.O.R. ISD
28	Traverse Bay ISD	73	Saginaw ISD
29	Gratiot-Isabella RESD	74	St. Clair ISD
30	Hillsdale ISD	75	St. Joseph ISD
31	Copper Country ISD	76	Sanilac ISD
32	Huron ISD	78	Shiawassee RESD
33	Ingham ISD	79	Tuscola ISD
34	Ionia ISD	80	Van Buren ISD
35	Iosco ISD	81	Washtenaw ISD
38	Jackson ISD	82	Wayne Co. RESA
39	Kalamazoo Valley ISD	83	Wexford-Missaukee ISD
41	Kent ISD		