



State Board Continuing Education Units and Secure Central Registry

January 11, 2010

The Michigan Department of Education (MDE) is transitioning to a Secure Central Registry (SCR) which will house all SB-CEUs awarded after January 1, 2010. The SCR will allow educators to view all SB-CEUs awarded (after 01/01/2010), regardless of the SB-CEU Sponsor which is providing the SB-CEUs. The SCR will be available on a 24/7 basis and equipped with a Help Desk to answer questions regarding navigation of the SCR site. The SCR Help Desk will not answer questions regarding awarding of SB-CEUs. It is strictly for navigation of the SCR only.

With the development and implementation of a SCR, there are changes to the way in which SB-CEUs are awarded:

1. SB-CEU Program coordinators will no longer provide offering participants with SB-CEU certificates of completion.
2. SB-CEU Coordinators will upload to the SCR those attendees eligible to be awarded SB-CEUs.
3. Eligible attendees will be sent an email with instructions on accessing the SCR and completion of a personal profile. After the profile is completed and saved (a valid email address is required and we prefer a school email address), an attendee will be able to select an offering and complete a required common evaluation. The evaluation must be completed within 30 days of notification. At the end of the 30 days, the evaluation is no longer available for completion and SB-CEUs will not be awarded.
4. SB-CEUs are automatically awarded and immediately listed on an Unofficial Transcript. The Unofficial Transcript will contain all the required information needed for certificate renewal: name of the offering and date(s), name of the SB-CEU Sponsor and Coordinator, Program Approval Number, and number of SB-CEUs awarded. An Official Transcript can be purchased for a small charge.

The above process will be required for all SB-CEUs awarded after 01/01/2010. Many educators have contacted the MDE and their SB-CEU Coordinators regarding a central registry. We are very happy to be able to provide this service to you.

We are looking to have training for your SB-CEU Coordinator in early February and then having the SCR operational in mid-February.

We are very excited about the new Secure Central Registry and appreciate your patience (yes, growing pains are not easy) during this transition period. In the meantime, please take some time to visit the SB-CEU website http://www.solutionwhere.com/mi_sbceu where you can view detail on all currently approved SB-CEU offerings. This listing of offerings is updated daily as Coordinators submit applications for approval.

There are also several documents relative to the SB-CEU program that are accessible at the MDE website at http://www.michigan.gov/mde/0,1607,7-140-6530_5683-219674--,00.html which will answer many questions regarding SB-CEUs and Advanced Certificate renewal.

Sincerely,

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