



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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GRANHOLM  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

February 18, 2010



**MEMORANDUM**

To: Local and Intermediate School District Superintendents  
Directors of Public School Academies  
State Board Continuing Education Unit Program Coordinators

From: Sally Vaughn, Ph.D. *Sally*  
Deputy Superintendent/Chief Academic Officer  
Dan Pappas, Executive Director *DP*  
Michigan Institute for Educational Management

Subject: Secure Central Registry (SCR) and State Board Continuing Education Unit (SB-CEU) Program

Through a partnership between the Michigan Department of Education (MDE) and the Michigan Institute for Educational Management (MIEM), a secure central registry (SCR) has been designed and will be implemented for individuals who utilize SB-CEUs toward Professional Education Certificate renewal, School Counselor License renewal, School Psychologist Certificate renewal, Administrator Certificate renewal, and Administrator continued employment requirements. MIEM will be responsible for operating and maintaining the system.

The ability of educators to track SB-CEUs and obtain a transcript of all SB-CEUs awarded in one central location is an exciting step. The SCR creates an automated process that replaces the current time-consuming system.

This letter informs you of the changes related to implementing the SCR. You are invited to participate in a webinar to explain the changes and to provide feedback on the new system. Webinar dates, times, and call-in information are attached to this letter. Please share this information with your human resources director and invite his/her participation in the webinar.

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### ***SB-CEUs Awarded on Completion of Common Evaluation***

The new SCR system requires the use of a common evaluation, which will provide greater detail on program quality for all participants in all SB-CEU programs. SB-CEU coordinators will upload participation records, triggering an automated email to each participant that requests completion of the common evaluation. SB-CEUs will be processed when the evaluation has been completed.

### ***Personal Account Creation***

The SCR will provide educators and administrators with the ability to track all SB-CEUs awarded to them (after January 1, 2010) in one central location. To use the system, all educators and administrators will need to log-in to the SCR and create a personal account.

### ***Maintenance and Support Fee Structure***

To maintain the new SCR and SB-CEU program approval process and provide a helpdesk for educators and administrators who use the system, the following fee structure, payable by credit card, is effective on May 1, 2010:

- |         |   |
|---------|---|
| \$25.00 | Application processing fee charged to each SB-CEU Sponsor for each SB-CEU program approval application;                       |
| \$2.50  | SB-CEU processing fee per SB-CEU award charged to each participant requesting SB-CEU credit via the SCR;                      |
|         | <b>OR</b>   |
| \$1.00  | SB-CEU processing fee paid by the sponsor at the time of upload of participant to the SCR;                                    |
| \$20.00 | Official Transcript processing fee charged to each participant for each official SB-CEU transcript available through the SCR. |

Official SB-CEU transcripts will be optional in the new system because the new licensure system will accept the electronic record from the SCR. "Unofficial" transcripts will be available for desktop printing at no charge to the end user and should satisfy most of the current requirements for official transcripts.

The SCR fees will be used for software support and maintenance, staffing the help desk, and general administration. The SB-CEU sponsors will be charged the processing fee upon submission of the program approval application. The participants will only be charged the \$2.50 processing fee mentioned above if the SB-CEU sponsor does not pay the \$1.00 processing fee at the time of upload of attendees to the SCR.

Questions regarding the SB-CEU program and the new SCR will be addressed in a series of webinars (see schedule below).

Additional inquiries can be directed to Ms. Debbie Kopkau, MIEM Director of Operations, by either phone (517/327-2587) or email ([dkopkau@msbo.org](mailto:dkopkau@msbo.org)) or Mrs. Susan Koenigsknecht, MDE SB-CEU Program Administrator, by either phone (517/241-4928) or email ([KoenigsknechtS@michigan.gov](mailto:KoenigsknechtS@michigan.gov)).

Attachment—Webinar Schedule

cc: David Martell, MSBO  
William Mayes, MASA  
Dan Quisenberry, MAPSA  
Billie Wimmer, MCCSA  
Jim Ballard, MASSP  
Robert E. Howe, Jr., MEMSPA  
Brian Broderick, MANS  
Kathy Hayes, MASB

## Webinar Schedule

Information on the new SB-CEU Secure Central Registry (SCR) will be provided through the following “webinars” schedule to receive feedback:

- Friday, February 19, 2010, 9:00-10:00 am
- Tuesday, February 23, 2010, 2:00-3:00 pm
- Thursday, February 25, 9 – 10 am
- Friday, February 26, 2 – 3 pm
- Monday, March 1, 9 – 10 am
- Tuesday, March 2, 9 – 10 am
- Wednesday, March 3, 2 – 3 pm

The following call-in and WebEx information applies to all webinars:

CALL-IN INFORMATION: 877-336-1831| Access Code: 4614744

WEB MEETING INFORMATION: go to <https://webmeeting.att.com> \*(see note below)

MEETING NUMBER: 8773361831| ACCESS CODE: 4614744

\* For those using AT&T's web meeting software for the first time, please download and install free software from the above ATT web address prior to the meeting.

For support or questions on the webinars, please contact Ms. Debbie Kopkau, MIEM Director of Operations, by either phone (517/327-2587) or email ([dkopkau@msbo.org](mailto:dkopkau@msbo.org)) or Ms. Susan Koenigsknecht, MDE SB-CEU Program Administrator, by either phone (517/241-4928) or email ([KoenigsknechtS@michigan.gov](mailto:KoenigsknechtS@michigan.gov)).