

# 2009/10 21things Submission Instructions

## THIS IS YOUR RECORD OF ATTENDANCE

**IMPORTANT:** For participants to earn SB-CEUs, they must complete and log the minimum required hours for the entire program as required by the Michigan Department of Education (MDE). This means attending all sessions according to the approved schedule including arriving on time and remaining for the duration of each session. The MDE and MISD review all programs and monitor attendance. Failure to comply with program requirements, including attendance and completion of this portfolio will result in disallowance of SB-CEU credit. In order to be granted credit, required elements:

- **Submit completed portfolio** online to your instructor ([mccarthy@sresd.org](mailto:mccarthy@sresd.org)) by December 4, 2009. **ONLY THIS MAY BE SUBMITTED DIGITALLY.**
- **Complete and Sign** *Classroom Instruction* and *Online Instruction* **log sheets** with actual logged hours to meet or exceed minimum required hours.
- Complete the **SBCEU application form** and make the **\$25 check** payable to **Shiawassee RESD at the in person session in September.**
- **Submit log sheets and your ePortfolio on or before – December 4<sup>th</sup>, 2009:**

Carolyn McCarthy  
1025 N. Shiawassee St  
Corunna, MI 48817

**ALL DOCUMENTS MUST BE RECEIVED BEFORE December 4<sup>th</sup>, 2009.** Remember to make a copy of your documents for your records. **Original forms with signatures must be mailed or faxed in. Only the portfolio may be submitted digitally. Fax to: 989-743-6477 attention Carolyn McCarthy**

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

School/District \_\_\_\_\_ / \_\_\_\_\_

Social Security # \_\_\_\_\_ (Required)

Signature \_\_\_\_\_

I understand that any deviation from this criterion will result in my loss of SB-CEU credit.

SB-CEU Program #: *Will be given out upon completion*

Program Title: **21things for the 21<sup>st</sup> Century Educator**

Beginning Date: **09/15/09**

Ending Date: **12/04/09**