

SIX STEPS TO EARN YOUR SB-CEUs:

Step 1: COMPLETE ONLINE ENROLLMENT & PAYMENT

Please go to www.ed2go.com/mccsbceu and select your class and start the online enrollment and payment process. You will need to create a user name and password as part of the enrollment process. Note: If you register for more than one class, you must complete the online enrollment & orientation for each class.

Step 2: ORIENTATION COMPLETION

Print the orientation information for future reference to access your course materials, contact your instructor, and download a completion letter. Your completion of ed2go online enrollment & orientation will be verified by ed2go during regular business hours. Access to the classroom will be granted to students who have completed these requirements.

Step 3: MAINTAIN ATTENDANCE LOG OF COURSE HOURS

Maintain a log of your time spent on course activities. Macomb will send you an application and attendance log by email once ed2go informs us of your registration. **You must show log in time equal to or greater than 24 contact hours in order to receive your SB-CEUs.**

Step 4: COMPLETE LESSON QUIZZES & FINAL EXAM

Each lesson will conclude with a quiz which you must complete. At the end of the course, you must complete the final exam with a final score of 80% or better.

Step 5: RETURN the Application for SB-CEUs and Attendance Log forms within 30 days of the class end date in order to for us to begin processing your SB-CEUs.

MAIL TO: Michelle Valin
14500 E. 12 Mile Road
South Campus C-125
Warren, MI 48088-3896

Step 6: AFTER you have received an email from the State of Michigan telling you your class has been processed by Macomb, **then LOG IN TO THE STATE BOARD OF EDUCATION'S WEBSITE:** www.solutionwhere.com/mi_sbceu. Click on the Secure Central Registry (SCR). If you are new you must complete a profile. Find your class and complete the online evaluation. After the evaluation is completed your profile will automatically reflect your earned SB-CEUs.

Failure to complete any of these requirements may delay or rescind your SB-CEUs. **Evaluations must be completed within 30 days of your email notification or you will NOT receive your credits.**

NOTE: You must pay the State \$2.50 to evaluate the class in order to receive your SB-CEUs. Official paper transcripts will no longer be issued by Macomb but you may pay the State \$20.00 if you choose to receive one.