



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: January 16, 2020

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Venessa A. Keesler, Ph.D., Deputy Superintendent *V. Keesler*
Division of Educator, Student, and School Supports

SUBJECT: New District-Provided Professional Development Reporting Requirements

To reduce reporting of inaccurate information and to streamline the educator certificate renewal process, the Michigan Department of Education (MDE) is implementing a shift in the process for reporting District-Provided Professional Development (DPPD) for educator recertification.

Beginning July 1, 2020, all DPPD that districts would like to allow educators to use for recertification must be entered by each district into the Michigan Online Educator Certification System (MOECS) as State Continuing Education Clock Hours (SCECHs). This process replaces individual educator entry and the requirement for districts to review and sign each educator's individual DPPD form. If districts do not allow DPPD to be used for recertification, they are not required to register it as SCECHs.

In recognition of unique district and school attributes, MDE is offering a variety of options to support a smooth transition. If the district is not currently a SCECH sponsor, one of three SCECH sponsor options must be implemented:

- **District as Sponsor** – The district will need to complete the [SCECH Sponsor Application](#) and assign at least one SCECH coordinator. Assistant coordinators may also be assigned.
- **Intermediate School District (ISD) or Regional Educational Service Agency (RESA) as Sponsor** – The ISD/RESA assumes the responsibility as sponsor for the district and assists districts with SCECH upload and submission. Multiple coordinators may be used and assigned to different districts. Assistant coordinators may also be assigned.
- **District Consortium** – Two or more districts create a consortium and share the responsibilities. Multiple coordinators may be used and assigned to

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different districts. Assistant coordinators may also be assigned. The consortium will need to complete the [SCECH Sponsor Application](#).

Once a sponsor option is chosen, the district, ISD, or consortium may submit DPPD program applications with multiple options. DPPD can take the form of:

- 1) One year-long DPPD program that includes all the professional development hours the district will offer for the school year.
- 2) Multiple DPPD programs separated by categories (e.g., by content or building) that include all the professional development hours the district will offer for the school year.
- 3) Individual programs for each half day/full day offering.

Please help us communicate with educators, who are also affected by this shift in process.

- Educators will not be able to manually enter DPPD occurring after July 1, 2020 into their personal MOECS accounts. Instead, all DPPD will be entered by districts on the educator's behalf.
- DPPD accrued prior to July 1, 2020 will still be able to be used for recertification. Educators must submit the DPPD log to the district designee for verification and signature **for those hours only**.

For more information, please view the [New Entry Process for District-Provided Professional Development](#) guidance document. You may also visit the [SCECH and DPPD Webpage](#) for other technical assistance resources.

For further questions, please contact the Michigan Department of Education, Office of Educator Excellence at MDE-EducatorHelp@michigan.gov or SCECH@michigan.gov.

cc: Michigan Education Alliance