

# Section 5: Required Documentation

## State Continuing Education Clock Hours (SCECHs) Manual

When completing a program application for State Continuing Education Clock Hours (SCECHs), there must be a document uploaded to verify programming. The document must be contained in a single Adobe PDF (.pdf) file and less than 310 KB. The following table lists the acceptable documentation for the numerous types of SCECH programs submitted through the [Michigan Online Educator Certification System](#) (MOECS) by coordinators and assistant coordinators.

### Required Documentation Table

Program Type	Required Documentation
<a href="#">Face-to-Face Meetings/Workshops/Conferences</a>	Agenda
<a href="#">Online/Virtual Programs</a>	Topic Description/Schedule
<a href="#">District Provided Professional Development (DPPD)</a>	District's PD Calendar/List
<a href="#">College Conversion</a>	College Verification Letter
<a href="#">Guest Teaching at a College/University</a>	Responses to Questions
<a href="#">IACET Programs</a>	Original Certificate
<a href="#">Military Training</a>	Training Order
<a href="#">National Board for Professional Teaching Standards</a>	NB SCECH Rules
<a href="#">Accreditation Review/Site Visit Accreditation Team</a>	Schedule/Visit Log
<a href="#">State Board Appointed Advisory Committee</a>	Meeting Agendas
<a href="#">Welcome Back Proud Michigan Educators</a>	Confirmation Email

For more information about the required documentation, click the appropriate link above.

To add the required documentation in MOECS, select "browse" beside the *Required Documentation* box and selecting the file name from your computer.

\* Required Documentation
Browse...

**NOTE:** As stated in the above table, District Provided Professional Development (DPPD) SCECH programs require a general DPPD calendar/list of activities as documentation. Agendas for specific DPPD activities within a DPPD SCECH program do not have to be uploaded to MOECS but should be kept in the program file.

[Back to Table of Contents](#)

[Previous: Program Types](#)

[Next Section: Submitting a Program Application](#)