

# FAQ: New District Provided Professional Development Reporting Process

Effective July 1, 2020, District Provided Professional Development (DPPD) to be used for educator recertification must be approved as State Continuing Education Credit Hours (SCECHs) through the Michigan Online Educator Certification System (MOECS). Below is a list of Frequently Asked Questions to assist both districts and educators.

## Districts:

### Q1: How does this process support districts and educators?

**A1:** This process eliminates the educator entry and district verification process, streamlines the educator certificate renewal process, and supports accuracy in reporting. This new process is the result of a recommendation by an external stakeholder group that was conducted by the Michigan Department of Education (MDE). For more information on the new process, please refer to the [New DPPD Reporting Requirements for Districts](#) guidance document.

### Q2: How do districts become a SCECH Sponsor to begin entering DPPD as SCECHs?

**A2:** Districts have three options regarding SCECH Sponsorship:

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

### Q3: How do I complete a SCECH Sponsor Application?

**A3:** The [SCECH Sponsor Application](#), once completed needs to be sent to [SCECH@michigan.gov](mailto:SCECH@michigan.gov). For help completing the application, please view the instructional video: [Completing the SCECH Sponsor Application Instructional Video](#).

### Q4: What options do districts have to enter DPPD programs into MOECS?

**A4:** Districts have three options when entering DPPD as a SCECH Program:

- One yearlong DPPD program that includes all the professional development hours the district will offer for the entire school year.
- Multiple DPPD programs separated by categories (Ex: by content or building) that include all the professional development hours the district will offer for the entire school year.
- Individual programs for each half day/full day offering.

**Q5: How does a district submit a SCECH Program Application?**

**A5:** The SCECH Program Application can only be submitted by the SCECH Coordinator in MOECS. Once logged into [MOECS](#), the coordinator selects “Add New” from the “All Applications” screen to access the application. Program applications should be submitted at least 30 days prior to the event to ensure approval. For specific help on the application, please see the [SCECH Program Application Descriptions](#) document or view the instructional video: [Submitting a SCECH Program Application Instructional Video](#).

**Q6: How is SCECH program attendance uploaded to MOECS?**

**A6:** Only a coordinator may upload attendance to MOECS. Once logged in, the coordinator must select “Professional Learning Programs” from the left menu and then click on “Upload/Add” in the roster column of the appropriate program’s row. SCECH Coordinators may enter participants by entire roster using the downloadable template or individually. Participants must be identified using their Personal Identification Code (PIC) number. For more information, please refer to the [Uploading SCECH Participants into MOECS](#) guidance or view the [Uploading SCECH Program Participation in MOECS Instructional Video](#).

**Q7: How do educators receive the SCECH Credit?**

**A7:** Once attendance is uploaded, a program evaluation survey is automatically sent to each participant. After the educator completes the survey, SCECHs are awarded into the educator’s MOECS account.

**Q8: May districts change the program evaluation survey questions?**

**A8:** Districts are unable to change the questions, but may add up to five additional questions to the survey by selecting “Add/Edit Evaluation Questions” from the menu in the Function column of the row of the appropriate program.

**Q9: What documentation will districts need to keep for audit purposes?**

**A9:** Districts should maintain documentation demonstrating that the program took place, including agendas, sign-in sheets, reflections, etc.

**Q10: Can districts still provide individualized DPPD?**

**A10:** Yes, districts are still encouraged to offer individualized DPPD. Again, individualized programs can be submitted through a generic DPPD program for the entire year, by category, or individually depending on district preference.

**Q11: Will districts still need to check individual Educator DPPD logs?**

**A11:** Yes, but only for DPPD that occurred prior to July 1, 2020, as this DPPD is still allowed to be used by educators for recertification. For those scenarios, educators must obtain district verification of their DPPD Log and DPPD form. DPPD activities after July 1, 2020 will not be permitted to be added to a DPPD Log.

**Q12: Since DPPD is going to be entered as SCECHs, will all DPPD be eligible to count as Pupil Instructional Hours?**

**A12:** After July 1, 2020, all DPPD, once approved, will meet the [SCECH requirement](#) for instructional hours, but would have to meet all other requirements in law ([MCL 388.1701\(10\)](#)) to be eligible to count as Pupil Instructional Hours. For more information, please view the [Pupil Accounting Manual](#) or previous communications from [November 16, 2019](#) and [December 12, 2019](#).

## **Educators:**

### **Q1: Will educators still be required to keep an individual DPPD log in MOECS for activities occurring after June 30, 2020?**

**A1:** No. All DPPD activities occurring after July 1, 2020 will be entered by the district and awarded as SCECHs. Educators will only need to keep the DPPD log for activities prior to July 1, 2020. For more information, refer to the [New DPPD Process for Educators](#) document.

### **Q2: Will educators be able to use the DPPD which is already entered?**

**A2:** Yes. Any DPPD already input into MOECS may be used toward an educator's next recertification. However, any DPPD after July 1, 2020 will need to be entered as SCECHs in order to be used for certification purposes.

### **Q3: Will educators be able to enter past DPPD?**

**A3:** Yes, educators may enter DPPD into MOECS that was earned prior to July 1, 2020. For example, in 2022, an educator would be able to enter DPPD earned in 2018, but would not be able to add DPPD earned after June 30, 2020.

### **Q4: What records will educators need to keep for audit purposes?**

**A4:** For any DPPD already entered into MOECS, educators will want to keep proof of participation in the program, including agendas. For any DPPD after July 1, 2020, educators will no longer need to keep the records as districts will be required to have that information.

### **Q5: How are SCECHs awarded to educators?**

**A5:** After the district uploads participants from a DPPD program in MOECS, a program evaluation survey will automatically be sent. Once the survey is completed, the SCECHs are awarded to the educator's MOECS account.

For more information, please view our [SCECH and DPPD Webpage](#) or contact [MDE-EducatorHelp@michigan.gov](mailto:MDE-EducatorHelp@michigan.gov) or [SCECH@michigan.gov](mailto:SCECH@michigan.gov).