

State Continuing Education Clock Hours (SCECH) Program Application Descriptions

Program applications are to be submitted in the Michigan Online Educator Certification System (MOECS) by a SCECH Sponsor's designated coordinator. Once logged in to MOECS, the coordinator may access the program application by clicking "Add New" under "All Applications". Below are field descriptions to assist districts in completing the application.

Program Title: Maximum of 80 characters and spaces. Needs to be specific to allow sorting of specific programs. For District Provided Professional Development (DPPD) purposes, coordinators have three options to enter DPPD as a SCECH program.

1. A single, year-long program.
EX: Harrisburg DPPD 2019-2020.
2. Multiple year-long programs by categories (by content, by building, etc.). EX: Harrisburg PLCs DPPD 2019-2020: PLCs OR Harrisburg High School DPPD 2019-2020.
3. Individual programs for each offering. Ex: Harrisburg Essentials of Literacy.

PROGRAM APPROVAL APPLICATION FOR STATE CONTINUING EDUCATION CLOCK HOURS (SCECH)

(* = Required)

Application Details			
Program Number		Application Status	
Application Number		Sponsor Name	OPPS-MOECS Testing Only
Sponsor Name	OPPS-MOECS Testing Only	Sponsor ID	W000002
Phone	(517) 241-4928		
* Program Title	<input type="text"/>		
* Program Format	Face-to-Face <input type="button" value="v"/>	* Display in Catalog?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Same location as that of sponsor	<input type="checkbox"/>		
* Event Location	<input type="text"/>	Address	<input type="text"/>
* City	<input type="text"/>	* State	Michigan <input type="button" value="v"/>
* Zip	<input type="text"/>		
* Category	All Categories <input type="button" value="v"/>		

Program Format: Select either Face-to-Face, Virtual/Online, or Blended/Hybrid.

Display in Catalog?: Choose whether or not you would like to display the program in the [SCECH Program Catalog](#).

Event Location: Not needed for Virtual/Online programs. Select "Same location as that of sponsor" box to auto-fill sponsor info.

Category: Main program topic. Select from menu. If entering a yearlong DPPD program, select District Provided Professional Development (DPPD) from the menu.

Course Narrative: Describe what information is being covered.

1. Example for option 1: Harrisburg DPPD for 2019-20 including but not limited to PLCs, instruction, curriculum revisions and alignment, continuous improvement planning.
2. Example for option 2: Harrisburg PLCs: Identify focus standards, develop common assessments, review assessment results, make instructional plans.
3. Example for option 3: K-3 Early Literacy Essentials Module 1: Goal Setting

* Course Narrative	<input style="width: 100%; height: 80px;" type="text"/>
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Prerequisite/Restrictions: List separately – activities to be completed prior to program and any restrictions (EX: math teachers only).

Attendance Method/Internal Notes: Does not show in catalog – describe the attendance method to be used for this program and include any notes.

Participant fee: Includes all fees to attend program and receive SCECHs.

SCECHs: Enter maximum number available for program. Actual amount of SCECHs awarded to each individual will be noted during participant upload. For a yearlong DPPD program, enter in a large number to encompass all DPPD that may take place during the year.

Dates: Date line to represent the complete program. For year-long programs, enter from July 1 to June 30.

Program Contact: Contact information for the individual whom educators should contact for more information about program.

Prerequisites/Restrictions

Attendance Method / Internal Notes

Participant Fee \$ Note: Total Fees Charged to Attend This Program and Receive SCECHs.

Enter maximum SCECHs for the program below:

General SCECHs

Program Descriptors

IACET Program Yes No

Required Documentation

Program Details

#	Begin Date	End Date	County	Reason for Change	Canceled
X 1					<input type="checkbox"/>

Contact Details

Is this program also offered for college conversion?

If Yes, List College

College Contact Phone Number

of College Credits Offered

Select Sponsor Contact

Program Contact Name

* Program Contact Phone

Program Contact Email

Program Website (Include 'http://')

Originating District (if not the approved sponsor)

SCECH Coordinator

[Advisory](#)

For further information, please view the [Submitting a SCECH Program Application Instructional Video](#) or contact MDE-EducatorHelp@michigan.gov or SCECH@michigan.gov.