State Continuing Education Clock Hours (SCECH) Coordinator Training 2025

Housekeeping

- This webinar is being recorded
- Due to high volume of participants, please mute audio and video.
- Submit your questions to the Chat.
- Any questions we are unable to answer will be answered in a Q&A document.

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Welcome and Introduction

Claudia Nicol, SCECH Administrator

Objectives

- Review and understand the SCECH process
  - Submitting program application
- Provide resources & Answer questions

Definition and Purpose of SCECHs

- State Continuing Education Clock Hours (SCECHs) are hours that allow educators to use time they spend in professional learning activities to renew or progress their certificates.
- Effective July 1, 2020 District Provided Professional Development (DPPD) offered by districts in compliance with state law (MCL380.1526 and 380.1527) used for recertification must be entered as SCECHs.

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SCECH Manual

- The SCECH Manual link is always accessible under Professional Learning Reports/Catalog at the top of the search box.
- Sponsors will be audited on a rotating basis.

SCECH Sponsor Responsibilities

- Comply with the SCECH policies & processes.
- Maintain SCECH program files for seven (7) years.

Use SCECH Sponsor Application to:

- Change Coordinators using Attachment A & B
  - Former Coordinator is deactivated.
- Add Assistant Coordinators using Attachment A & C.
- Email the form to SCECH@Michigan.gov.

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SCECH Responsibilities

Coordinator

- Submit program applications.
- Upload program participants.

Assistant Coordinator

- Submit program applications to the coordinator.
- Assist the Coordinator whenever possible

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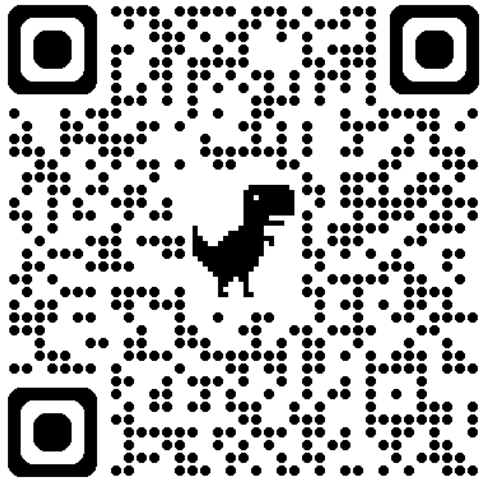
Changing Coordinators

- All forms are found in the SCECH Sponsor Application.
- **Changing Coordinator:** Submit Attachment A & B.
- **Adding Assistant Coordinators:** Submit Attachment A & C.
- **Deactivation:** Send a request to SCECH@Michigan.gov.



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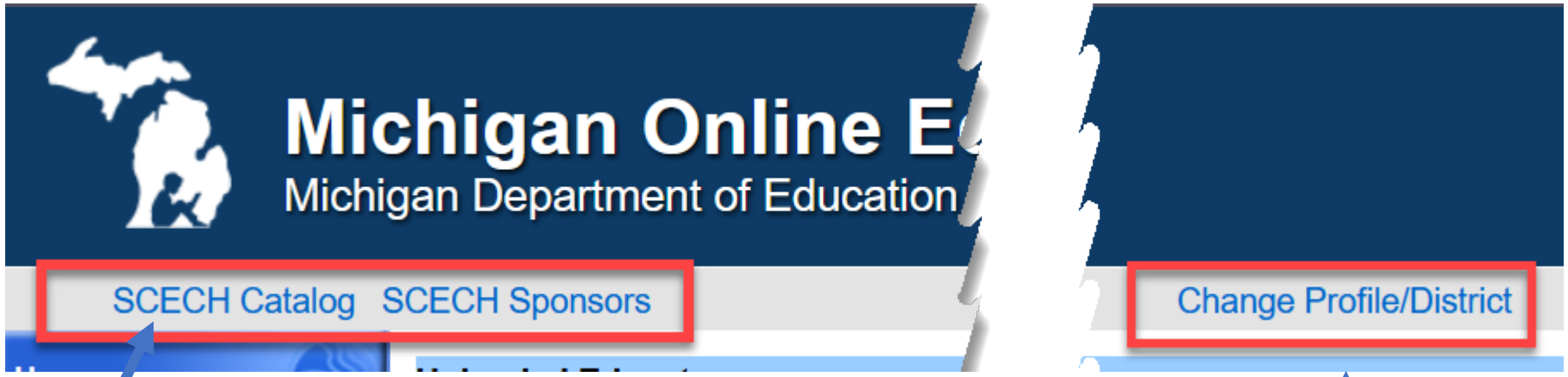
Process Steps

Menu Options



Public Catalog

Public Sponsors

Change Profile/District

Select Coordinator from other access

Menu Options

Applications – add new and view all saved & accepted applications

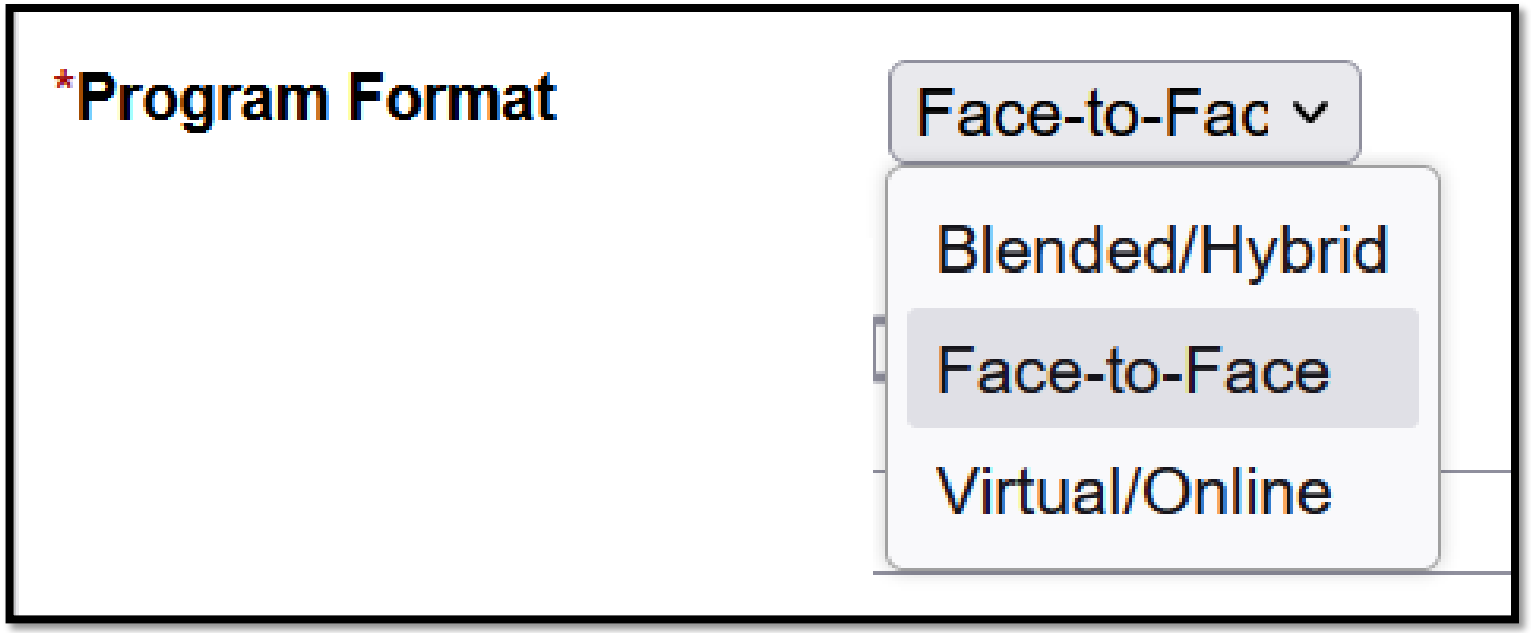
Educator – look up educators

Reports – Catalog, Applications & number of participants by program.

Programs – Upload participants

Programs

- Program Formats:



Program Types

- District Provided Professional Development(DPPD) to include Committees, PLCs, Mentoring, Supervising
- School Counselors
- IACET Programs
- College Courses: Conversion and Guest Teaching
- Misc.-Welcome Back PME, National Board, Military, Externships

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DPPD Program Applications

DPPD Program Options

All program applications must be submitted a minimum of 14 days prior to the Begin Date.

- Submit a yearlong DPPD program to include all DPPD hours for the year. (Recommended). After a yearlong program is accepted, nothing is changed on the application as activities change.
- Submit multiple yearlong DPPD programs delineated by content, delivery type or building.
- Submit individual programs for each DPPD activity.

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Submitting a Yearlong DPPD Program

- Include DPPD in the title and use the DPPD Category
- **Do not include in SCECH Catalog** unless offering the program outside of the district.
- Narrative – include the basics of what will be covered during the year.
- Required documentation is a general DPPD schedule for the year. Program application will not need changed if schedule changes.

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Submitting a Yearlong DPPD Program

- Dates – List first meeting date as Begin Date and last meeting date as End Date **OR** use July 1 to June 30
- SCECHs offered – list the maximum hours one individual could earn in that school year.
- School Counselor (SC) hours – SC require specialized hours need to be submitted using School Counselor Category.

Uploading Yearlong DPPD Program Hours

- Upload more than once a year.
- Choose an upload schedule that works for your district and communicate it to the teachers.
- The event date is the date the activity occurred.
  - If grouping several meetings together use the last meeting date as the event date.
- Hours can only be uploaded one time per entry date. If there is more than one session a day, combine the hours.

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Individual DPPD Programs – not yearlong

- Each program application must be submitted a minimum of 14 days prior to the Begin Date.
- Include DPPD in the title and use the appropriate Category.
- **Do not include it in the SCECH Catalog** unless the program is offered outside of the district.
- Narratives include the school district plans for their year's DPPD.

Individual DPPD Programs – not yearlong

- Required Documentation – the district professional learning calendar or schedule.
- Dates – the specific meting date for a one-day program, list the first meeting date as Begin Date and last meeting date as End Date for a series of meetings.
- SCECHs offered – list the maximum hours offered an individual could earn in activity

Mentoring/Supervising Programs

- Educators who mentor new teachers and supervise student teachers may earn SCECHs.
- Those hours should be uploaded by Educator Preparation Providers or school districts as part of a DPPD program.
- Districts determine the amount of hours and how the hours are verified and uploaded.

Submitting a School Counselor Program Application

Submitting School Counselor PD

- School Counselors need 50 of their 150 hours in specific areas.
- Complete application same as any other program
  - Enter School Counselor programs using the School Counselor Category.

Submitting School Counselor PD

Select applicable type of hours:

- General
- College preparation and selection
- Career exploration
- Military options

Note: General educators may use the school counselor hours for renewal.

Submitting Misc. Program Applications

Welcome Back Proud Michigan Educators

- In 2021, MDE launched Welcome Back Proud Michigan Educators
- Districts were able to apply for a waiver for educators with expired credentials.
- Once accepted, the SCECH Coordinator creates a SCECH program with required documentation.

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Military Service Credit

- SCECHs may be earned during active duty by educators with a valid teaching certificate.
- Requests go to MDE-EducatorHelp@Michigan.gov with official documentation of deployment and/or training.
- For more information, visit Military Service Credit Guidance.

National Board Certification

- 150 SCECHs may be awarded to those who obtain National Board Certification.
- Educators who are working on or have received their National Board Certification request with a copy of certificate to MDE-EducatorHelp@Michigan.gov.

Submitting a Program Application

Creating and Submitting an Application

1) Log into MOECS. Change Profile if needed.
2) Select “Professional Learning Applications.”
3) Click “Add New.”
4) Choose the applicable category.
5) Give a specific title.
6) Select program format.
7) Choose whether to show in catalog.
8) Enter a general description in narrative.

Creating and Submitting an Application

9) Enter any prerequisites or restrictions, along with attendance method.
10) Enter a total number of possible SCECHs.
11) Upload required document.
12) Select dates of activity. Use a range if the activity includes multiple dates.
13) Submit.

Program Application Status

Once a SCECH program application is submitted, there are 6 different status indicators:

- Accepted
- Finished
- In Progress
- Rejected
- Sponsor Rejected
- Submitted

Edit	Delete	Copy	Program Name	Program Number	Application Number	Program Begin Date	Submission Date	Category	Status	Info
			DPPD Test for adding dates	20200833	115173	02/13/2020	02/13/2020	District Provided Professional Development (DPPD)	Accepted	

Required Documentation

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

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Approval Process

- Submit and application at least two weeks prior to start of program.
- MDE Approves or rejects.
- Sponsor is notified of approval or rejection from via email MOECS-noreply@Michigan.gov.
- Rejection email will detail reason and program may be resubmitted with corrections.

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Modifying a Program Application

Modifying Program Applications

- Coordinators may edit or cancel the dates of a program/offering.
- Start date may not be edited to a prior date.
- Changes are automatically accepted when you submit.
- Must be made prior to start date of the offering.
- Other modifications to the program must be sent to SCECH@Michigan.gov.

Program Files and Monitoring

Closing a Program File

- Close a program file 30 days after the program end date
- Make sure all participants have been uploaded
- Copy of the original program application.
- Confirmation email or copy of the approved program
- Program agenda(s), other evidence relating to program and original attendance sheets.
- Documentation of any changes made after approved including cancellations.

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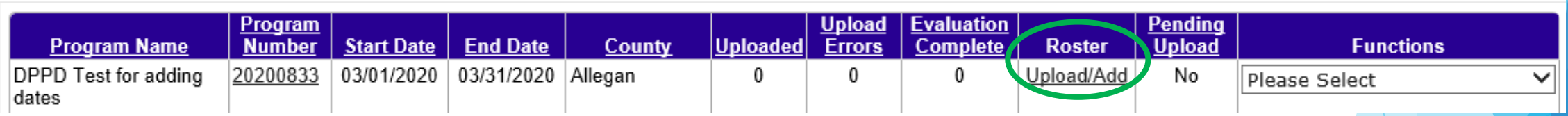
Program Monitoring

- Face-to-Face: Participant attendance is collected by the program monitor using method listed in application and reported to the coordinator.
- Online: Attendance verification needed in some form (either by monitor or built into program).
- Educator's Personnel Identification Code (PIC) and name needs to match as it appears in MOECS. PICs may be found using the Public Credential Search.
- SCECH Participation forms are no longer required.

Uploading Participants

Uploading Participants

- In MOECS, Click “Professional Learning Programs” and then Upload/Add next to the correct program.



Program Name	Program Number	Start Date	End Date	County	Uploaded	Upload Errors	Evaluation Complete	Roster	Pending Upload	Functions
DPPD Test for adding dates	20200833	03/01/2020	03/31/2020	Allegan	0	0	0	Upload/Add	No	Please Select

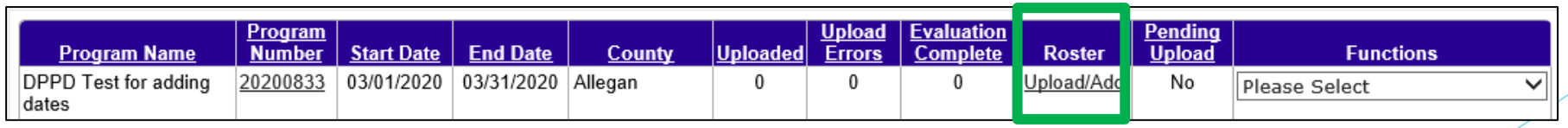
Uploading Participants Continued

- Two options for coordinators:
  - Upload by template.
    - Assistant coordinators may help prepare templates.
    - Several participants may be uploaded with different dates on same template.
    - If using a year-long program, decide on an upload schedule.
  - Upload individually by Personal Identification Code (PIC) and event date.

Uploading Participants Continued

- Participants are only able to be entered one time per event date to avoid duplication.
- Larger files may take several minutes to complete.
- Ensure information is correctly entered (Blanks cause rejection).
- Make sure upload is submitted completely before exiting.

  If pending, select Upload/Add to correct.



Program Name	Program Number	Start Date	End Date	County	Uploaded	Upload Errors	Evaluation Complete	Roster	Pending Upload	Functions
DPPD Test for adding dates	20200833	03/01/2020	03/31/2020	Allegan	0	0	0	Upload/Add	No	Please Select

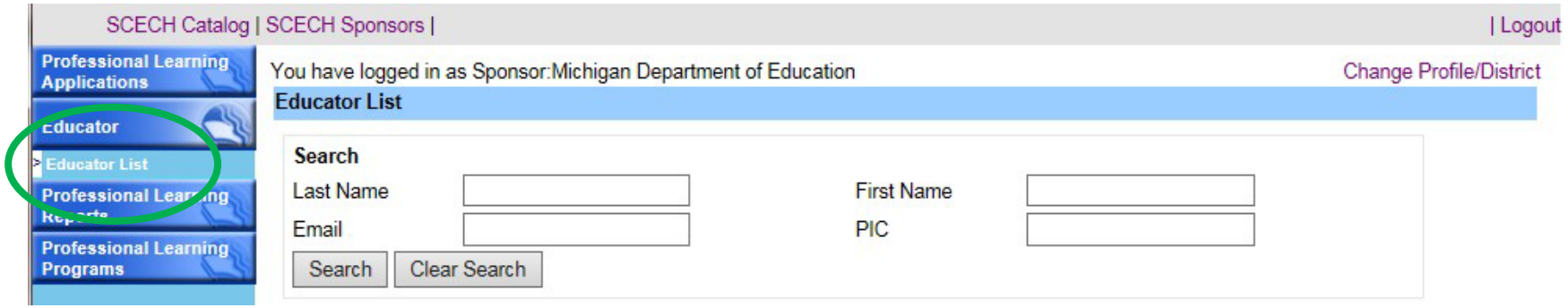
SCECH / DPPD Participant Uploads

- Educators will be required to complete an evaluation following each time hours are listed for them in an upload.
- Sponsor must keep a program file for every SCECH/DPPD program and must keep all the documentation related to content, changes, and attendance for the program.

Educator Information

Educator List

Educator List allows Coordinators to look up and view a participant's information to help correct errors or view completed evaluations.



Also may access info using Public Credential Search.

Program Evaluations

Program Evaluation

- Survey notification is generated and sent to participants when participant is uploaded.
- Educator receives an evaluation survey per each date they are uploaded.
- No deadline for educators to complete the evaluation.
- Educators can access evaluations through their MOECS account under “View Professional Learning Programs”.
- SCECHs are awarded to educator’s account upon completion of program evaluation survey.

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Tracking Completed Evaluations

Coordinators may see completed evaluations by selecting the number of uploaded next to the program and the file can be downloaded to Excel file or search the Educator List.

Program Name	Program Number	Start Date	End Date	County	Uploaded	Upload Errors	Evaluation Complete	Roster	Pending Upload	Functions
test	20195960	10/17/2019	10/17/2019	Genesee	2	0	0	Upload/Add	No	Please Select

Educator List

	Last Name	First Name	PIC	Email	Event Date
Delete	TESTER	MOECS	962709	ryand@michigan.gov	10/17/2019

Back | Export to Excel

Program Evaluation Data

Program Evaluation Summary can be found under Functions in Professional Learning Programs.

Program Name	Program Number	Start Date	End Date	County	Uploaded	Upload Errors	Evaluation Complete	Roster	Pending Upload	Functions
test	20195960	10/17/2019	10/17/2019	Genesee	2	0	0	Upload/Add	No	Please Select

Sponsor Evaluation Questions and Answers

1 Sponsor Question 1			
Exciting			
2 Sponsor Question 2			
ABCD		1	100%
Total		1	100%
3 Sponsor Question 3			
True		1	100%
False		0	0%
Total		1	100%
4 Sponsor Question 4			
N/A - Not Applicable		0	0%
1 - Strongly Disagree		0	0%
2 - Disagree		0	0%
3 - Neither Agree Nor Disagree		0	0%
4 - Agree		0	0%
5 - Strongly Agree		1	100%
Total		1	100%

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Professional Learning Reports

Professional Learning Reports

4 reports and manual available

- SCECH Manual (top of page)
- SCECH Catalog
- Late Submission
- Applications Submitted
- Uploaded Participants

Uploaded Participants Report

Search number of participants uploaded between a range of dates and export to excel if needed.

Uploaded Participants Report

Event Date - From 07/05/2021 (mm/dd/yyyy) To 05/03/2022 (mm/dd/yyyy)

Sponsor OPPS-MOECS & Testing Only

Run Report | Clear Search

App Num	Program Approval #	Program Title	Start Date	End Date	Event Date	Uploaded
131739	20217139	Testing eval question adding	08/19/2021	08/19/2021	08/19/2021	1

Export to Excel

A	B	C	D	E	F	G
Application #	Program Approval #	Program Title	Start Date	End Date	Event Date	Uploaded
131739	20217139	Testing eval question adding	08/19/2021	08/19/2021	08/19/2021	1

Appendices

A: Glossary

B: Forms and Resources

Available Forms

- Registration Form
- Certificate of Completion to be used for participants without PICs.
- Monitor Verification
- Supervisor Verification
- Mentor Verification
- Committee Verification
- SCECH Sponsor Application

Reminders

- If creating a yearlong DPPD program, the program needs to be submitted 2 weeks prior to the start date (July 1 or your first activity date).
- Remind educators to update their email in MOECS so they receive the automatically emailed program evaluation survey.

Questions?

SCECH Resources

- SCECH and DPPD webpage
- SCECH Instructional Videos
- SCECH Manual
- SCECH Coordinator Virtual Recordings

Resources

DPPD Reporting Process
New DPPD Reporting Requirements Guidance
SCECH Sponsor Application Instructional Video
FAQ: DPPD Reporting
DPPD Process Flow Chart
DPPD Process for Educators
DPPD Reporting Webinar

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Resources

SCECH Program Application
SCECH Program Application Descriptions
SCECH Program Application Instructional Video

Resources

Uploading SCECH Participants
Uploading Participants
Uploading Participants Video

Thank You!

- Follow-up email:
  - Q&A Document
  - Copy of presentation and recording
- Further questions, contact:
  - SCECH@Michigan.gov
  - Claudia Nicol: NicolC@Michigan.gov

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