

District Provided Professional Development Reporting Process

To streamline the educator certificate renewal process, the Michigan Department of Education (MDE) has implemented a change to the process used to report District Provided Professional Development (DPPD) for recertification.

Effective July 1, 2020, DPPD allowed by districts to be used for recertification, must be entered 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.

SCECH Sponsorship

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

To find currently approved SCECH Sponsors, view the [SCECH Sponsor List](#).

DPPD Process

Once a district has selected their sponsor option, the following process is recommended:

1. Plan DPPD and send information to SCECH Coordinator.
 - a. Administration develops DPPD plan.
 - b. Information is sent to coordinator using the SCECH Program Application to submit the SCECH program through MOECS.
2. Coordinator submits DPPD program(s) into MOECS.
 - a. Programs may be submitted in a variety of ways:
 - i. One yearlong DPPD program that includes all the professional development hours the district will offer for the school year.

- ii. Multiple DPPD programs separated by categories (Ex: by content or building) that include all the professional development hours the district will offer for the school year.
 - iii. Individual programs for each half day/full day offering.
 - b. Programs should be submitted a minimum of 30 calendar days prior to the beginning of the program to allow for processing time. Programs must be accepted prior to the start date.
 - c. For assistance with submitting a SCECH program application, please view our [Submitting a SCECH Program Application Instructional Video](#).
3. MDE review and approval process.
 - a. Coordinator will be notified once program is approved.
4. Program is held.
 - a. Participant attendance collected using the method listed on the program application and sent to SCECH Coordinator.
 - b. Other documentation kept for district records.
5. SCECH Coordinator submits participants.
 - a. Attendance may be submitted for a group of educators using the downloadable template available in MOECS.
 - b. Attendance may be submitted individually using each educator's Personal Identification Code (PIC) and event date.
 - c. For more information, view the [Uploading Participants Instructional Video](#).
6. Educator completes survey.
 - a. Survey is automatically generated through MOECS after submission of participants.
 - b. Coordinators may add additional survey questions.
7. SCECHs are awarded.
 - a. Once the educator completes the survey, the SCECHs will be added to the individual educator's professional learning account in MOECS.

Impact on Educators

Educators are also affected by this process in the following ways:

- 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.
- Educators will continue to be able to [log DPPD that occurred prior to July 1, 2020](#) into MOECS.
- DPPD accrued prior to July 1, 2020 will still be allowable for use toward recertification. Educators must submit the DPPD log to the district designee for verification and signature **for these hours only**.

Resources

For more information, including a flow chart of the new process with links to several guidance documents, please visit the [New DPPD Reporting Process Resources](#) page. You may find further guidance on Professional Learning on the [SCECH and DPPD webpage](#).

For additional questions, please contact MDE-EducatorHelp@Michigan.gov or SCECH@Michigan.gov.