

Modifying a Program

State Continuing Education Clock Hours (SCECH) Manual


Once a State Continuing Education Clock Hours (SCECH) Program is submitted, the SCECH coordinators don't have access to make any changes. After the program is Accepted, they only have access to modify an application's Program Details which include the dates the program is offered. Coordinators may *add*, *change* or *cancel* the program offerings. The program changes are automatically accepted once submitted. All changes must be completed in MOECS prior to the start date. The following directions will help guide coordinators through the process.

NOTE: If using a yearlong District Provided Professional Development (DPPD) program, with the start and end date encompassing all hours of DPPD provided within the school year, nothing would need to be modified on the application if an additional date is added or rescheduled. The participants may be uploaded to the yearlong program without any needed adjustments to the program application.

After logging into the Michigan Online Educator Certification System ([MOECS](#)), the first screen is the *All Applications* screen. Locate the program to be modified in the list and select Edit in the *Edit* column.

Add New										
Edit	Delete	Copy	Program Name	Program Number	Application Number	Begin Date	End Date	Submission Date	Status	Info
Edit	Delete	Copy	testing status		159406				InProgress	
Edit	Delete	Copy	test status asst.		159407	02/02/2024	02/03/2024		Finished	Info
Edit	Delete	Copy	Phone Extension Test	20231549	149838	04/11/2023	04/11/2023	03/28/2023	Accepted	Info
Edit	Delete	Copy	Testing Ongoing in catalog		149507			03/09/2023	Rejected	Info
Edit	Delete	Copy	Test for catalog use	20230451	148972	02/01/2023	02/01/2024	02/01/2023	Accepted	Info

After selecting *Edit*, the complete program will appear on the screen. Scroll down through the program application to *Program Details*.

Program Details						
X	#	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	County	Reason for Change	Canceled
	1	02/02/2024	02/03/2024	Alger		<input type="checkbox"/>

* [Add Dates](#)

Add an Offering

In the Program Details of an application, select *Add Dates* at the bottom of the offerings list to add a date line to the table. Fill in the new *Begin Date*, *End Date*, and the *County* where the program will be held. Select *Submit* at the bottom of the page to save and submit the changes. Coordinators do not have the access to add past dates.

Program Details

X	#	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	County	Reason for Change	Canceled
	1	12/01/2022	12/01/2022	Chippewa		<input type="checkbox"/>
	2	02/02/2024	02/02/2024	Cheboygan		<input type="checkbox"/>
	3	<input type="text"/>	<input type="text"/>	Please select county	<input type="text"/>	<input type="checkbox"/>

[Add Dates](#)

Feb 2024

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Is this program offered for college conversion? If Yes, List College

College Contact Number # of College Credits Offered

SCECH Coordinator

[Submit](#) [Cancel](#) [Advisory](#)

Change an Offering

In the Program Details of an application, select the edit pencil on the left end of the row for the offering needing the change. Change the dates to reflect the new dates that offering will be held and the reason for the change, then select the *Submit* button on the bottom of the page to save the changes. Coordinators do not have the access to add past dates.

Program Details

#	Begin Date	End Date	County	Reason for Change	Canceled
	1	08-20-2014	08-20-2015	Allegan Area Educational Service Agency	<input type="checkbox"/>
	2	10/01/2014	10/01/2014	Ingham ISD - MASON	snow day <input type="checkbox"/>

[Add Dates](#)

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

[Submit](#) [Cancel](#) [Advisory](#)

Cancel an Offering

In the *Program Details* of an application, select the edit pencil on the left end of the offering needing to be cancelled. Fill in the *Reason for Change* box in that column, then select the box in the *Canceled* column to activate the checkmark. Select the *Submit* button on the bottom of the page to save the changes.

Program Details

X	#	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	County	Reason for Change	Canceled
	1	12/01/2022	12/01/2022	Chippewa		<input type="checkbox"/>
	2	02/02/2024	02/02/2024	Cheboygan		<input type="checkbox"/>
	3	02/09/2024	02/09/2024	Clinton	snow day	<input checked="" type="checkbox"/>

* Add Dates

Other Modifications

To modify other aspects of a SCECH program, including total hours, program format, category, etc., please contact the Michigan Department of Education SCECH Program Administrator at SCECH@Michigan.gov with the detailed request including the application number.

[Return to the full SCECH Sponsor Manual.](#)