

Submitting a Program Application

State Continuing Education Clock Hours (SCECH) Manual

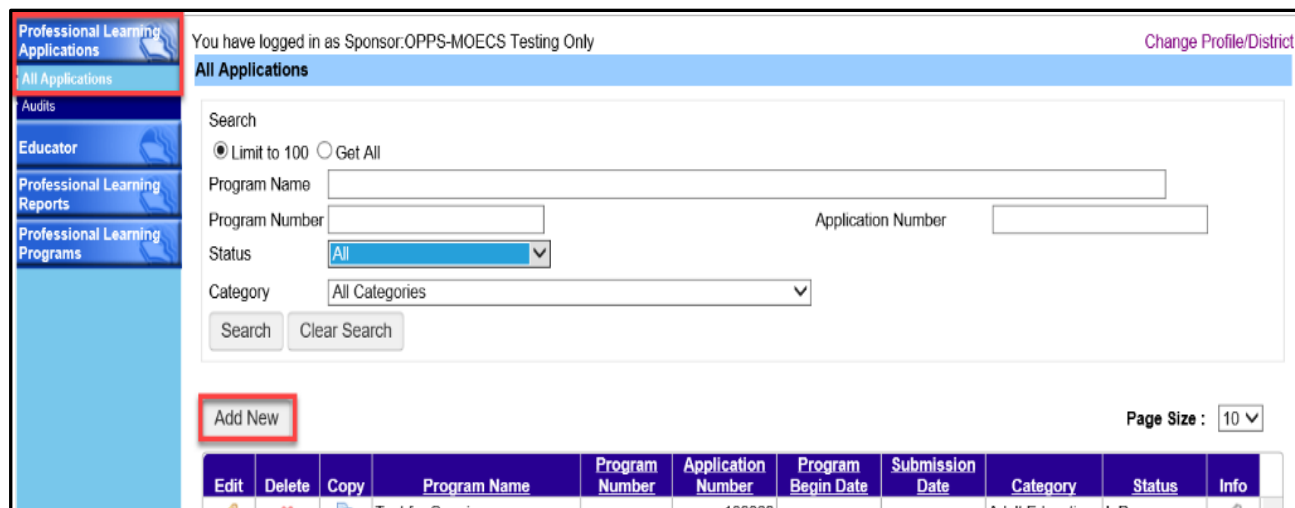
State Continuing Education Clock Hours (SCECH) are awarded to educators who participate in meetings, programs, professional learning opportunities, or District Provided Professional Development (DPPD) approved by the Michigan Department of Education (MDE) to be used for certificate renewal and progression. SCECH Program Applications for are submitted through the Michigan Online Educator Certification System (MOECS). The following information will assist the coordinator and assistant coordinator in completion of a program application.

Program Application Timeline

Once a program is submitted through MOECS, it must receive approval from MDE through a manual process. Program applications are required to be submitted 14 days in advance of the start date to allow time for the approval process.

Submitting a Program Application

After logging into MOECS, coordinators and assistant coordinators add new programs on the *Professional Learning Applications/All Applications* page. Select the *Add New* button to pull up a blank program *Application Details* page.



The screenshot shows the 'All Applications' page in the MOECS system. At the top, it indicates the user is logged in as 'Sponsor:OPPS-MOECS Testing Only'. The page has a search section with radio buttons for 'Limit to 100' (selected) and 'Get All'. Below this are input fields for 'Program Name', 'Program Number', and 'Application Number'. There are also dropdown menus for 'Status' (set to 'All') and 'Category' (set to 'All Categories'). 'Search' and 'Clear Search' buttons are present. A red box highlights the 'Add New' button. At the bottom, there is a table header with columns: Edit, Delete, Copy, Program Name, Program Number, Application Number, Program Begin Date, Submission Date, Category, Status, and Info. The 'Page Size' is set to 10.

The following pages contain descriptions and locations of the fields within the program application.

Application Details

Enter information in all fields as needed. Those marked with a red asterisk (*) are required.

Program Title: Maximum of 80 characters and spaces. Needs to be specific to allow sorting of specific programs. IACET Programs must include the term IACET in the title.

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

Display in Catalog?: Choose whether or not to display the program in the

[SCECH Program Catalog](#). Select "No" for DPPD programs and other programs only offered to your district's educators that do not need to be listed in the catalog.

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

Category: Select from the menu the main program topic. To provide programs for School Counselors in any of their three specific areas, select the [School Counselor category](#).

Course Narrative: Describe what information is being covered in the program. For IACET programs, include the original program date(s).

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 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"/>		

Prerequisite/Restrictions: List separately – activities to be completed prior to program and any restrictions such as math teachers only or specific district/building only.

Prerequisites/Restrictions	<input type="text"/>
* Attendance Method / Internal Notes	<input type="text"/>

Attendance Method/Internal Notes: Describe the attendance method to be used to verify participation for this program. Examples include sign-in/sign-out sheets, online platforms, passports, certificates of completion, etc. This information is not shown in the catalog.

Technical Specifications: This is only available if virtual/online format is selected. List any technical specifications needed to complete the professional learning including any specific computer programs.

Participant fee: Include any and all fees (if applicable) to attend the program and receive SCECHs (There are no fees for SCECHs at the State level).

General SCECHs: Enter *maximum* number of hours available for one educator completing the program. Actual amount of SCECHs awarded to each individual will be noted during participant upload. Hours can be listed in increments of .25. Round **down** to the nearest quarter hour if needed. For a yearlong DPPD program, enter in a large number to encompass all DPPD that may take place during the year.

Program Descriptors: Choose at least one to further describe the program.

Ongoing Enrollment: This field is being phased out. Please do not use.

IACET Program: Select this box for a program offering earned through an [International Association for Continuing Education and Training \(IACET\) provider](#).

Required Documentation: Upload the required documentation for the specific program type. See the [required documentation chart](#) for more information.

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: One date line to represent the complete program. If offering the same program multiple times, enter each of the separate dates. For yearlong DPPD programs, or series of meetings, enter from the first meeting date as the Begin Date and the last meeting date as the End Date. To add, delete, or edit program details view [Modifying a SCECH Program](#).

Program Details						
	#	Begin Date	End Date	County	Reason for Change	Canceled
	1					<input type="checkbox"/>
<input type="button" value="Add Dates"/>						

College Conversion: Only selected if offering a college class for SCECHs. See the [college conversion](#) guidance for more details.

Contact Details: Contact information for the individual whom educators should contact for more information about program. Check the Select Sponsor Contact box to autofill the coordinator’s information.

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](#)

Completing the Application: Below *Contact Details*, there will be different options available depending on who submitted the application.

- **Assistant Coordinators:** May select *Save Draft* to save an incomplete application and return to it later, *Finish* to submit the application to the coordinator, or *Cancel* to clear the application and begin again.
- **Coordinators:** May select *Save Draft* to save an incomplete application and return to it later, *Submit* to submit a completed application to MDE for review, or *Cancel* to clear the application and begin again. When reviewing an application submitted by an assistant, coordinators may select *Accept* to submit the application to MDE, *Reject* to send it back to the assistant coordinator for corrections (assistant will receive a system generated email explaining why the application was rejected) or *Cancel* to clear the application.

Once saved or submitted, the bottom of the screen will display the date/time stamps for the application created date, the author who saved the application and the date/time the application was updated (if any).

DateCreated	CreatedBy	DateUpdated	UpdatedBy
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Create a new Program by Copying

MOECS allows a coordinator or assistant coordinator to copy a previously saved program to create a new program. On the *Professional Learning Application* screen, select the copy symbol in the *Copy* column in the row of the program to be copied.

Professional Learning Applications

All Applications

Audits

Educator

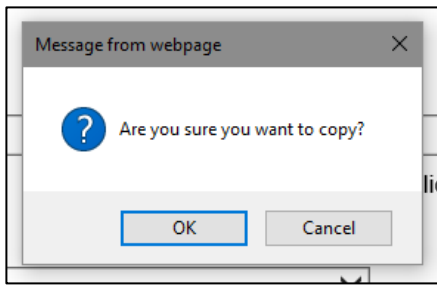
Professional Learning Reports

Professional Learning Programs

[Add New](#) Page Size : 10

Edit	Delete	Copy	Program Name	Program Number	Application Number	Program Begin Date	Submission Date	Category	Status	Info
			test		103425	09/04/2018	06/29/2018	Sciences	Rejected	
			Testing for Ongoing program application	20181727	100334	05/02/2018	05/02/2018	General Studies	Accepted	
			test	20181363	101773	04/04/2018	04/04/2018	Foreign Language	Accepted	

After selecting the copy symbol, the message "Are you sure you want to copy?" will appear. Select OK. The *Application* screen will show the old program with "Copy" in the *Program Title*, no dates in the *Program Details*, and no attached [Required Documentation](#).



After copying, all the program application fields will be available to change. Create the new program by deleting "Copy" from the title, attaching a new document to the *Required Documentation* section, adding new dates to the *Program Details* and making any other necessary modifications to the application.





After verifying all the information, making sure all corrections have been made and the word "Copy" is no longer in the title, click *Submit* at the bottom of the page.

Application Details					
Program Number					
Application Number					
Sponsor Name	OPPS-MOECS Testing Only				
Phone	(517) 241-4928				
* Program Title	testing for assistant notice Copy				
* Program Format	Face-to-Face				
Same location as that of sponsor	<input checked="" type="checkbox"/>				
* Event Location	OPPS-MOECS Testing Only				
* City	Lansing				
* Zip	48933				
* Category	Environmental Studies				
* Course Narrative	test				
Prerequisites/Restrictions	test				
* Attendance Method / Internal Notes	signin				
* Participant Fee \$	0.00 Note: Total Fees Charged to Attend This Program and Receive SCECHs.				
Enter maximum SCECHs for the program below:					
* General SCECHs	1				
* Program Descriptors	Accounting Please Select				
IACET Program	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Required Documentation	Browse...				
Program Details					
#	Begin Date	End Date	County	Reason for Change	Canceled
1					<input type="checkbox"/>
Add Dates					

Program Status

To find the status of an application, select *Professional Learning Applications* from the left menu. One of 6 possible statuses will be shown in the Status column (second from right).

- **Accepted:** The program has been approved by MDE as a SCECH Program.
- **Finished:** An Assistant Coordinator has submitted a program to the coordinator to review and submit to MDE.
- **In Progress:** The application has been started and saved but has yet to be submitted.
- **Rejected:** The application has been rejected by the MDE. Explanation of the rejection will be provided. Coordinator may correct errors and resubmit program.
- **Sponsor Rejected:** The coordinator has rejected an application submitted by assistant coordinator.
- **Submitted:** The application has been completed and submitted to the MDE for approval.

Edit	Delete	Copy	Program Name	Program Number	Application Number	Program Begin Date	Submission Date	Category	Status	Info
			testing for assistant submission - who does it go to?		115586	03/10/2020		Home Economics	Finished	

Resources

The coordinator and assistant coordinator have access to all the programs submitted under the specific sponsor. Any questions about SCECHs, may be directed to the MDE SCECH Program Administrator at SCECH@Michigan.gov or 517-241-4928. For more information on SCECHs and DPPD, visit the [SCECH and DPPD webpage](#) which includes an [instructional video](#) on submitting an application or return to the [full SCECH Sponsor Manual](#).