

State Continuing Education Clock Hours (SCECH) Sponsor Application

The Michigan Department of Education (MDE) SCECH program is designed to offer educators State Continuing Education Clock Hours (SCECH) for certificate or license renewal. SCECH programs are professional learning meetings, conferences, workshops and trainings offered by approved Sponsoring entities through an application process in the [Michigan Online Educator Certification System](#) (MOECS).

A school or organization offering SCECHs is considered the Sponsor. Each Sponsor must assign an individual to serve as the Coordinator who will be responsible for the Sponsor's SCECH program records. Once a program is approved, the information about the program is immediately available to the public in the [SCECH catalog](#).

SCECH programs provide opportunities for professional discourse, analysis, application, and reflection. It is relevant learning that is essential to ongoing improvements in professional practice and job effectiveness. For more information review MDE's complete [Professional Learning Policy Statement](#).

Only approved sponsors may apply directly to MDE to offer SCECH for their professional development programs. Sponsorship is limited to one of the following categories:

- Michigan accredited colleges, universities, or community colleges
- Michigan Department of Education
- Michigan intermediate school districts (ISDs), local education agencies (LEAs), public school academies (PSAs), non-public schools, and entities that employ certified educators to provide instruction to Michigan students from birth to age 26
- Educational organizations who:
 - Work directly with Michigan schools, teachers, counselors, and/or administrators to meet the needs of a diverse population of PK-12 students.
 - Can demonstrate capacity for and delivery of consistent and high-quality professional learning programming annually.
- State of Michigan Offices offering educational programs

Organizations or individuals which fall outside of the categories stated above may not submit a SCECH program application directly to the MDE. They may, however, submit their program application through an approved [SCECH Sponsor](#).

If your school or organization fits any of the categories above, apply for SCECH sponsorship by completing the following Attachments and submitting them by email to SCECH@Michigan.gov.

Attachment A

SCECH SPONSOR INFORMATION

This form (Attachment A) must be completed and submitted to the Michigan Department of Education (MDE) for initial application to become a Sponsor *and* when a Sponsor authorizes or names a new Coordinator or Assistant Coordinator.

SCECH SPONSOR INFORMATION

School/ Organization name Phone

Address

City Zip

Webpage

RECORDS LOCATION (If Different from address above)

Address

City Zip

AUTHORIZED REPRESENTATIVE* SIGNATURE

CERTIFICATION: The Authorized Representative* has the authority to designate the SCECH coordinator and obligate the school/institution/organization to maintain records.

The Authorized Representative* is:

● The superintendent for a school district; ● The college of education or continuing education dean for a 4-year educator preparation institution; ● The college president for a 2- or 4-year non-teacher education approved college; or ● The executive director or the president for a professional education organization or preschool.

I certify all approved SCECH programs and participants' records will be maintained in accordance with the Michigan State Board of Education SCECH policies and guidelines and the information on this form is current and accurate.

Printed name

Title

Email

Signature

Date

Attachment B

SCECH COORDINATORS MEIS SECURITY AGREEMENT

Coordinators are responsible for: Complying with the SCECH policies, criteria, and guidelines;

- Submitting program applications into MOECS;
- Uploading information of individual program participants;
- Assigning a Program Monitor to attend SCECH trainings;
- Assisting the MDE during a program file audit;
- Training Assistant Coordinator position(s); and
- Maintaining accurate SCECH program files for a period of seven (7) years.

COORDINATOR INFORMATION

School/Organization name

Coordinator name

E-mail

Phone

SCECH Coordinators require a Michigan Education Information System ([MEIS](#)) account to obtain access to MOECS.

- If you have an existing [MEIS](#) account, you may utilize the one you currently have and complete this form.
- If you do not have a [MEIS](#) account, follow the steps on MEIS to create one.

MEIS Account #

MEIS Login name

Please **initial** the following Coordinator Verification questions:

_____ I certify all SCECH approved programs and participants' records will be maintained in accordance with SCECH policies and guidelines and that all the information on this form is current and accurate.

_____ As an authorized user of MOECS, I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I agree to comply with the requirements of the [Privacy Act of 1974](#) governing records maintained on individuals.

_____ I assure information of individual program participants will be uploaded accurately and in a timely manner, as the information directly impacts the participant's ability to maintain certification.

COORDINATOR SIGNATURE

Signature

Date

Please submit this form **and Attachment A** whenever a new Coordinator is named.

Attachment C

ASSISTANT SCECH COORDINATOR MEIS SECURITY AGREEMENT

A Sponsor is not required to have an Assistant SCECH Coordinator but may have as many as needed. One Attachment C form per Assistant SCECH Coordinator.

An Assistant SCECH Coordinator is responsible for: • Complying with the SCECH policies, criteria, and guidelines; • Submitting program applications to the Coordinator; • Assisting the SCECH Coordinator as needed; and • Maintaining accurate SCECH program files for a period of seven (7) years.

ASSISTANT SCECH COORDINATOR INFORMATION

School/Organization

Assistant Coordinator name

E-mail

Phone

Assistant SCECH Coordinators require a Michigan Education Information System ([MEIS](#)) account to obtain access to MOECS.

- If you have an existing [MEIS](#) account, you may utilize the one you currently have and complete this form.
- If you do not have a MEIS account, follow the steps on [MEIS](#) to create one.

MEIS Account #

MEIS Login name

Please [initial](#) the following Assistant SCECH Coordinator Verification questions:

_____ I certify all SCECH approved programs and participants' records will be maintained in accordance with SCECH policies and guidelines and that all the information on this form is current and accurate.

_____ As an authorized user of MOECS, I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I agree to comply with the requirements of the [Privacy Act of 1974](#) governing records maintained on individuals.

ASSISTANT SCECH COORDINATOR SIGNATURE

Assistant Coordinator Signature

Date

Please submit this form **and Attachment A** whenever a new Assistant Coordinator is named.