

# State Continuing Education Clock Hours (SCECH) Sponsor Application

The Michigan Department of Education (MDE) SCECH program has been designed to allow approved State Continuing Education Clock Hours (SCECH) Sponsoring entities<sup>1</sup> to apply online to offer SCECHs for professional development programs. Applications for program approval can be entered into the Michigan Online Educator Certification System (MOECS) and updated by individual Sponsors. Once a program is approved, the information about programs, program sessions, costs, credits, and contact information, as well as email links to every sponsor, are immediately available to the public in an online catalog.

SCECHs allow educators to use the hours spent involved in professional development activities to renew or progress their educator certificates. SCECH programs must follow strict content and delivery guidelines, to ensure high quality professional development.

Professional learning is a comprehensive, sustained, and intensive approach to improving educators' effectiveness in raising student achievement. SCECHs 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. MDE's complete [Professional Learning Policy Statement](#).

MOECS allows educators access to their certification data and professional learning information in one location and allows sponsoring entities to offer SCECHs for their programs. MOECS can be accessed on any computer with internet access.

An entity offering SCECHs is considered the Sponsor. Each Sponsor must assign an individual responsible for all the Sponsor's SCECH program records and MOECS access to serve as the Coordinator.

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<sup>1</sup> sponsoring entity – the agency offering SCECHs

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

1. Michigan regionally accredited colleges, universities, or community colleges
2. The Michigan Department of Education
3. Michigan School districts (both local and intermediate), private schools, public school academies, and educational entities that employ certified educators to provide instruction to Michigan students from birth to age 26.
4. Local, State, and National (with state or local chapter) professional education organizations. ("Professional education organization" for SCECH sponsorship refers to Michigan organizations working for and with a specific group of K-12 educators with an executive board and individual members who are educators in the K-12 system.)
5. 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 organization/school is included in one of the categories above and agrees to comply with SCECH regulations and rules, apply for SCECH sponsorship by completing the following attachments and documentation.

1. Sponsor Information Form and Recordkeeping Certification: Attachment A
2. SCECH Coordinator MEIS Security Agreement Form: Attachment B
3. Program Documentation: Submit a memo clearly stipulating how you will monitor participant attendance to ensure all participants issued SCECHs attended 100 percent of the contact hour requirements.
4. Assistant Coordinator MEIS Security Agreement Form: Attachment C (Optional)

Please submit the completed documents by email or fax to:

MDE, Office of Educator Excellence  
SCECH Administrator  
Email: [SCECH@Michigan.gov](mailto:SCECH@Michigan.gov)  
Fax: 517-241-1670

The MDE will contact the individual listed as the coordinator with any questions regarding the application. MOECS login procedures and detailed program application directions will be emailed to the coordinator upon application approval.

## SPONSOR INFORMATION

This form must be completed and submitted to the Michigan Department of Education (MDE) for initial application to become a Sponsor, as well as when Sponsor changes (or authorized/names a new) the Coordinator.

### SPONSOR INFORMATION

**Entity name**

**Phone**

**Address**

**City**

**Zip**

**Webpage**

### RECORDS LOCATION

**Address**

**City**

**Zip**

### AUTHORIZED REPRESENTATIVE\* SIGNATURE

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**

**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.

**DO NOT WRITE BELOW THIS LINE. (MDE USE ONLY)**

Sponsor Code			
MDE Signature		Date Received	Date Approved

**State Continuing Education Clock Hours (SCECH)  
SCECH COORDINATORS MEIS SECURITY AGREEMENT**

The Michigan Online Educator Certification System (MOECS) is a multifaceted, secure web-based licensure and certification system that allows SCECH Sponsors access to SCECH program data and various reports.

To obtain access to MOECS as SCECH Coordinator for an approved Sponsor, you will need a Michigan Education Information System ([MEIS](#)) account.

- 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. Maintain record of your username, password, and MEIS account number located on the page that directs you to "Please print this page for your records" during the set-up portion of the process.

Once you have filled out this MEIS security agreement form, submit it to the Office of Educator Excellence, SCECH Administrator at [SCECH@Michigan.gov](mailto:SCECH@Michigan.gov)

**COORDINATOR INFORMATION**

**Entity name**

**Coordinator name**

**E-mail**

**Phone**

**MEIS Account #**

**MEIS Login name**

As a Coordinator, you are responsible for:

- Complying with the SCECH policies, criteria, and guidelines;
- Submitting program applications;
- Uploading information of individual program participants;
- Assigning a Program Monitor to attend SCECH trainings;
- Assisting the Michigan Department of Education during a program file audit;
- Training Assistant Coordinator position(s); and
- Maintaining accurate SCECH program files for a period of seven (7) years.

## SCECH Coordinators MEIS Security Agreement (continued)

Coordinator Verification (Please *initial* each corresponding space):

- \_\_\_\_\_ 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 all program information will be submitted accurately into the MOECS.
- \_\_\_\_\_ 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

### AUTHORIZED REPRESENTATIVE SIGNATURE

I certify the above-named individual has authorization to access MOECS and perform the functions on behalf of the approved Sponsor listed above. I also certify all approved SCECH 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.

Signature

Date

**CERTIFICATION: This form must be signed, and dated in the appropriate areas by the sponsor's Authorized Representative\* who 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
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**State Continuing Education Clock Hours (SCECH)**

**ASSISTANT SCECH COORDINATOR MEIS SECURITY AGREEMENT**

The Michigan Online Educator Certification System (MOECS) is a multifaceted, secure web-based licensure and certification system that allows SCECH Sponsors access to SCECH program data and various reports.

To obtain access to MOECS as Assistant SCECH Coordinator for an approved Sponsor, you will need a Michigan Education Information System ([MEIS](#)) account.

- 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. Maintain record of your username, password, and MEIS account number located on the page that directs you to "Please print this page for your records" during the set up portion of the process.

Once you have filled out this MEIS security agreement form, submit it to the SCECH Administrator at [SCECH@Michigan.gov](mailto:SCECH@Michigan.gov)

**ASSISTANT SCECH COORDINATOR INFORMATION**

**Entity name**

**Assistant Coordinator name**

**E-mail**

**Phone**

**MEIS Account #**

**MEIS Login name**

As Assistant SCECH Coordinator, you are 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 Coordinators MEIS Security Agreement (continued)

Assistant Coordinator Verification (Please *initial*):

\_\_\_\_\_ 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 all program information will be submitted accurately into the MOECS.

**ASSISTANT SCECH COORDINATOR SIGNATURE**

Signature

Date

**COORDINATOR SIGNATURE**

Signature

Date

**AUTHORIZED REPRESENTATIVE\* SIGNATURE**

I certify the above-named individual has authorization to access MOECS and perform the functions on behalf of the approved Sponsor listed above. I also certify all approved SCECH 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.

Signature

Date

**CERTIFICATION: This form must be signed and dated in the appropriate areas by the sponsor's Authorized Representative\* who 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;
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