



## State Continuing Education Clock Hours (SCECHs)

MANS is your approved sponsor for State Continuing Education Clock Hours. SCECHs are State approved in-service, workshop, training, or conference credits that are used for the renewal of selected certificates issued by the MDE. SCECHs are calculated as the total number of instructional hours in a program. Individuals who hold the following certificates and licenses are eligible to obtain and use SCECHs toward certificate/licensure renewal:

- The Professional Education certificate
- The Occupational Education certificate
- The School Psychologist certificate
- The School Guidance Counselor license
- The School Administrator certificate

In addition to traditional workshops, seminars, training, and conferences, MANS supports the following non-traditional professional development activities, which are also eligible to receive SCECH credits. These SCECH activities are as follows:

- Serving on an Accreditation Site Visit Team
- Serving on a School Committee
- Supervision of Student Teacher/Teacher Intern/Pre-Teaching/Mid-tier/Pre-Service Student
- New Teacher/New Administrator Mentor

### **In-Services, Workshops, Trainings and Conferences:**

In-services, workshops, trainings and conferences with at least 1 hour of instructional content may be eligible for SCECH credits. SCECHs are calculated as the total number of instructional hours in a program. Faith-based topics, introductions, networking and breaks may not be included in the instructional hour calculation. A Program Application, agenda and speaker biography (if applicable) must be submitted to MANS at least 45 days prior to the workshop or conference for approval. Please contact Shelley Long at [slong@m-a-n-s.org](mailto:slong@m-a-n-s.org) to discuss eligibility and to request forms. In-services, workshops, trainings and conference agendas must be approved by MANS and the Michigan Department of Education Office before the event.

Upon approval of the in-service, workshop, training or conference MANS will send the event coordinator a Monitor Procedure, Individual SCECH Application Forms and a SCECH Sign-In/Sign-Out Sheet. In order to be processed for credits, all materials must be submitted according to the approved procedures. Materials must be returned to the MANS office within 30 days of the event. Credits do not become active until participants complete the electronic evaluation emailed to them by the Michigan Department of Education.

**Accreditation Site Visit Team:**

A candidate may earn SCECHs for participation on a site visit team through the Michigan Non-public School Accrediting Association (MNSAA). A total of 25 SCECHs are awarded based on a **two-day** visit. No more than 75 SCECHs are allowed for site visits within the five year certificate renewal period. The chairperson assigned to the site visit team is responsible for submitting a signed MNSAA Site Visit Team Application forms verifying participation in the whole accreditation process. There is no partial credit for doing half a site visit. No prior approval is necessary for Accreditation Site Team SCECH Applications. Materials must be returned to the MANS office within 30 days of the event. Credits do not become active until participants complete the electronic evaluation emailed to them by the Michigan Department of Education.

**Committee Meetings:**

In order for a school committee meeting to be eligible for SCECHs it must be a school recognized committee that consists of school employees and has a topic that pertains to school functions and activities. Participants may earn twenty-five (25) SCECHs for the full school year. Partial credit is not allowed. Mixing and matching committees is not permissible and you may only submit for **one** committee per school year.

School committees must meet a minimum of **six** times during the year. Participants must have verified attendance **at all six** meetings. If the committee meets more than six times, participants must have verified attendance at a minimum of  $\frac{3}{4}$  of the meetings. The committee chairperson must submit all meeting agendas/minutes and verified sign-in/sign-out sheet(s) with original signatures (copies are not acceptable). School committee chairs must contact MANS at the start of the school year to indicate intent to request credits. Materials must be returned to the MANS office within 30 days of the final meeting. Credits do not become active until participants complete the electronic evaluation emailed to them by the Michigan Department of Education.

**Fees:**

The following fees will be assessed for all activities scheduled after May 1, 2014:

3 – 5 credits = \$10

6 – 10 credits = \$20

11 – 20 credits = \$40

21+ credits = \$50

**For more information, to discuss eligibility and to request forms, please contact Shelley Long at 517-372-9315 or [slong@m-a-n-s.org](mailto:slong@m-a-n-s.org)**