

2019-2020 State Continuing Education Clock Hours (SCECH) Online Teaching Preparation Description

State Continuing Education Clock Hours (SCECHs) are State Board approved in-service workshop, training, or conference credits that are used for the renewal of selected certificates issued by the Michigan Department of Education (MDE).

*Individuals who hold the certificates listed below are eligible to use SCECHs for certificate **renewal** in lieu of, or in conjunction with college course credits. These certificates require renewal every five years. The renewal requirement includes completion of six semester hours of appropriate coursework through an approved institution, 150 SCECHs*, or a combination of both.*

- Standard & Professional Education Certificate
- Occupational Education Certificate
- School Psychologist Certificate
- School Guidance Counselor Certificate

PROCEDURES FOR SEEKING SCECHs for Online Teaching Preparation During the Covid 19 Crisis

1. Educators document all hours spent in preparation for online learning using the provided forms.
2. Up to 25 hours spent preparing for a shift to distance learning such as lesson plans, adapting curriculum for online teaching, preparing homework and reading materials, preparing and mastering technology, uploading teaching documents, making sure students have and know how to use equipment, making sure students know how to access help, making sure students know how to submit assignments, creating online tests and grading, creating a student to student communication platform, can be counted.
3. The total number of SCECHs for online teaching preparation is determined by the administrator and educator. The candidate seeking credit **must get confirmation from their administrator and must submit proof of work.** Proof may include, but is not limited to, sample lesson plans, online system used, etc.
4. Time spent on this activity must be verified by the school administrator on the document provided by MANS. The educator **must** submit to the MANS SCECH coordinator, no later than 30 calendar days from the end of the school year.

THE REVISED SCHOOL CODE (EXCERPT) Act 451 of 1976

380.1809 Improper use of certain certificates or credentials as misdemeanor; penalties.

(3) In addition to any other penalty provided by law, a person who uses or attempts to use a state board approval that he or she knows is surrendered, suspended, revoked, nullified, fraudulently obtained, altered, or forged, or who uses or attempts to use as his or her own a valid state board approval that he or she knows is issued to another person, to obtain employment in a position requiring a valid state board approval or who remains employed in a position requiring a valid state board approval knowing that he or she does not hold a valid state board approval is guilty of a misdemeanor, punishable as follows: (a) For the first offense, by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both. (b) For a second or subsequent offense, by imprisonment for not less than 93 days or more than 6 months, or a fine of not less than \$500.00 or more than \$1,000.00, or both.

**The current renewal requirement includes completion of six semester hours of appropriate coursework through an approved institution, 150 SCECHs*, or a combination of both.*

Online Teaching Preparation Checklist

The Michigan Online Educator Certification System (MOECS) has approved **up to 25 hours** of time spent moving your classroom teaching to online teaching. Please use this checklist to ensure you are sending in the correct items to the Michigan Association of Non-public Schools to receive SCECHs for your efforts.

This is a one-time opportunity in response to the Coronavirus/COVID-19 mandatory shut down of all schools in the state of Michigan per Governor Gretchen Whitmer.

Mandatory Items:

- Online Teaching Preparation Verification Form
- Emailed Principal or Administrator's Signature
- MANS Online Learning Development Documentation Spreadsheet

Samples of at least two of the following:

- Lesson Plans
- Adapting curriculum for online teaching
- Preparing homework and reading materials
- Preparing and mastering technology
- Uploading teaching documents
- Making sure students have and know how to use equipment
- Making sure students know how to access help
- Making sure students know how to submit assignments
- Creating online tests and grading
- Creating a student to student communication platform

Please email to:

Shelley Long
Administrative Assistant
Michigan Association of Non-public Schools (MANS)
slong@m-a-n-s.org

SCECH PARTICIPANT VERIFICATION FORM FOR PARTICIPATION IN ONLINE TEACHING PREPARATION

This form must be completed for eligible participants to receive State -Continuing Education Clock Hours (SCECHs) for participation in online teaching preparation.

****A maximum of 25 SCECHs may be earned in this activity** for the 2019-2020 school year **only** in response to the Coronavirus/COVID-19 crisis and the closure of schools as mandated by the Governor of the State of Michigan.

A completed copy of this form must be sent to the SCECH sponsor **no more than 30 calendar days after the end of your school year.**

Fee: \$20.00 for up to 25 SCECHs – please make checks payable to MANS.

(Type or Print)

Name	
Email Address:	PIC: <i>(Required)</i>
Personal Phone Number	
Name of School Where Assigned	
Number of Hours Spent	
Beginning Date of Professional Activity	Completion Date of Professional Activity

Participant's Signature

Date

I certify the criteria to receive SCECHs for online teaching preparation has been met.

Please acquire signature via email and forward to slong@m-a-n-s.org

Committee Chairperson's Signature

Date

May be filled in by school or MANS Staff:

SCECH Coordinator's Signature: _____

Program Approval Number: _____

Up to 25 SCECHs will be Awarded

Advisory: It is a criminal offense to use or attempt to use a State Board of Education Continuing Education Unit (SCECH) transcript or certificate of completion that is fraudulently obtained, altered, or forged to obtain and/or maintain school administrator, teacher and/or school psychologist certification or other State Board approval.

Revised: 04.01.2020

Previous date: 08.01.2016

