



SCECH
Processing
Handbook

MANS is your approved sponsor for State Continuing Education Clock Hours (SCECHs).

SCECHs are State approved in-service, workshop, training, or conference credits that are used for the renewal of selected certificates issued by the MDE. Please refer to [MDEs SCECH overview document](#).

Education-related professional learning is any opportunity intended to improve an educator's practice and capacity to perform the work within the profession of education, with a focus on improving student achievement. These opportunities must be aligned to the educator's grade level of certification and area(s) of endorsement.

Professional learning should be relevant and meaningful, and completed with ethical professionalism. The key factors for ensuring professional learning opportunities will count towards certificate renewal or progression are:

1) must be appropriate to grade level and content areas of certification and endorsement; and

2) must be completed since the issue date of the most recent certificate.

For more information about what types of professional learning qualifies for SCECHs, please refer to [MDEs Professional Learning Guidelines](#).

SCECH Eligible Programs

The Michigan Department of Education (MDE) defines SCECH eligible programs as:

“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. In-services, workshops, trainings and conferences exceeding one hour may be eligible for SCECH credits.”*

Faith-based topics, introductions, networking and breaks may **not** be included in the instructional hour calculation.

In addition to traditional workshops, seminars, trainings, and conferences, MANS supports the following non-traditional SCECH earning professional development activities:

- **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**

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 instruction.

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 each committee must have a singular focus each year.

- School committees eligible for SCECHs must focus on professional learning, not planning school activities, discussing specific student plans, social activities or class trips. Professional learning must be sessions where educators learn new information and ideas on how to help with their teaching and helping their students learn.
- School committees must meet a minimum of six times during the year. Participants must have verified attendance at **100%** of the meetings. If more than six meetings are held, then participants must have verified attendance at a minimum of $\frac{3}{4}$ of the meetings.
- The committee chairperson must upload all meeting agendas/minutes and verified sign- in/sign-out sheet(s) with original signatures to the Building SCECH Coordinator. Materials must be uploaded into Google folders within 30-days of the final meeting.

*School safety trainings **are permanently SCECH eligible!***

Permanent change: School safety trainings (first aid/CPR, blood-borne pathogens, EpiPen, active shooter, etc.) are SCECH eligible.

The following are NOT SCECH eligible:

1.	Individual work time, time spent setting up classrooms, on report cards, etc.
2.	Discussing student progress, disciplinary action, planning field trips, etc.
3.	Orientation experiences for existing teachers.
4.	Principal meetings <i>(unless participants are learning new skills or knowledge to help teach students)</i> .
5.	Parent-teacher conferences, back to school night, coaching clinics and records day are not SCECH eligible.

Per MDE, all of the above activities are part of the day-to-day job of an educator.

Still not sure if your PD is SCECH eligible? [Click here!](#)

MDE's Educator Certification Renewal Page

The Michigan Department of Education has an extensive website to answer your questions. You may find [complete information here](#).

Educator Certification

Michigan Department of Education > Services > Educator Services > Educator Certification

Certification Information



Approved Educator Preparation Programs Searchable Database



Certification Guidance



Educator Forms



Educator Lookup



Educator Preparation Providers



Law, Rule, Policy



Permits and Placement



Professional Practices and Criminal Convictions



SCECH and DPPD

Michigan Online Educator Certification System (MOECS)

MOECS is a secure web-based system allowing educators access to their certification data, apply for certificates and endorsements, and renew their certificates.

NOTE: MANS has limited access to MOECS. MANS is able to upload SCECHs in educator's accounts. MANS is not privy to each educators account beyond what SCECHs they have earned.

If an educator has questions on their MOECS account, they must reach out to MDE-EducatorHelp@Michigan.gov

Their team of representatives respond to questions via email during regular business hours.

[More information on MOECS may be found here.](#)



MANS Yearlong SCECH Processing

In 2019, MDE authorized SCECH sponsors to offer yearlong SCECH programs for schools. This new program eliminates the need to have each individual session approved. Rather, the school or system may submit their professional development calendar one time at the beginning of each school year and educators may apply for a year's worth of credits one time instead of multiple times per year.

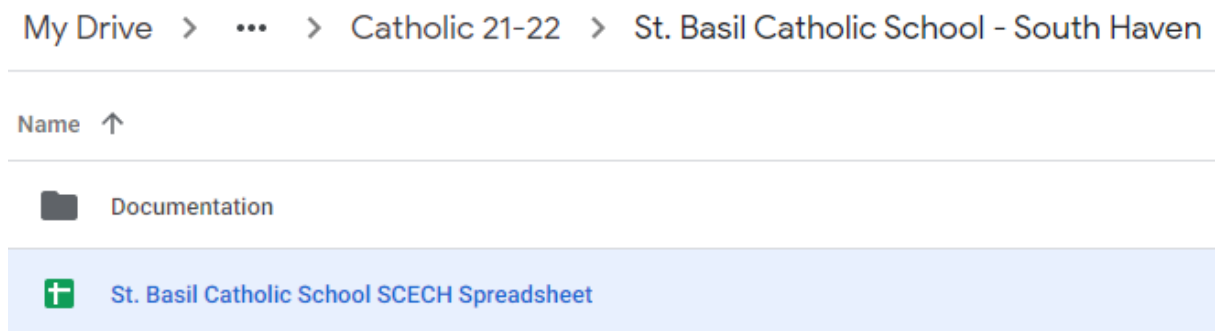
Each participating school will receive an email with a link to a Google folder and one spreadsheet. It is the school administrator's responsibility to update the Google spreadsheet template with your yearlong PD and educator information. You may also designate this task to a "Building SCECH Coordinator."

Google Folder

In your Google folder upload all professional development and school committee agendas, minutes, sign-in/out sheets and other pertinent information you would like shared with MANS.

NOTE: MANS must have **dated and timed agendas** to ensure that the correct number of SCECHs are being offered.

Sample Google Folder:



Each school's Google folder contains one spreadsheet with two tabs to simplify record-keeping.

Google Spreadsheet

In your Google folder, there will be **one** spreadsheet with **two** tabs:

- *Tab one: Yearlong PD*
- *Tab two: Educators*

NOTE: [click here for a sample spreadsheet](#)

Tab One – Yearlong PD

On the yearlong PD tab list all of your professional development for the current school year. Include professional development presentations/workshops/conferences your school is offering. Also include school approved committees, mentoring, etc.

NEW: List any independently acquired professional development educators have completed on their own during the current school year. This must be pre-approved by the school administrator, and upon completion, the school administrator or Building SCECH Coordinator must collect a copy of their certificate of completion and upload in the Google folder. By placing this PD on the spreadsheet, it is being approved and eliminates the need for school administrators to email MANS their approval.

Sample yearlong PD tab:

Name of Professional Development	Date of PD	Agenda(s) Uploaded?	Agenda Link	Time Held	Total SCECH Eligible Minutes	SCECHs
Technology Workshop	October 1, 2021	Yes		3:00 to 5:00 p.m.	120	2
Data Workshop	February 5, 2022	Yes		3:00 to 4:00 p.m.	60	1
Google Classroom	April 1, 2022	Yes	https://drive.google.com/file/d/1BOITNYsCCy_kOZcuC9DpK3FRVBfVOK8e4/view?usp=sharing	12:00 to 4:00 p.m.	240	4
Mentoring - Semester One	September to December, 2021	Yes		NA	Does not apply - mentoring earns 25 SCECHs each semester	25
Mentoring - Semester Two	January to June, 2022	Yes		NA	Does not apply - mentoring earns 25 SCECHs each semester	25
School Improvement Committee - Math	September 15, 2021 October 15, 2021 December 15, 2021 January 15, 2021 March 15, 2021 April 15, 2021	Yes		3:00 to 4:30 p.m. 3:30 to 4:30 p.m. 3:00 to 4:00 p.m. 3:00 to 4:00 p.m. 2:00 to 4:00 p.m. 3:00 to 5:00 p.m.	Does not apply - this committee is eligible for 25 SCECHs total	25
Independently Acquired PD:						
Google Educator Training and Certification Exam	Took this online course during the 1st semester of 2021-22 school year.	yes		Varied	Class was 15.1 hours.	15

Optional: you can upload agendas and certificates in the documentation folder and right click on them to get the link. Then go into your spreadsheet and right click again and paste the link.

Tab Two - Educators

On the educator tab, list each educator in your school who will be seeking SCECHs at the end of the school year.

Make a column for each PD offering and enter how many SCECHs each is worth, and enter that number in the educator's row. The final column will tally how many SCECHs each educator earned over the course of the school year.

MANDATORY: *educator rows, beyond their names, need to contain numbers only!*

At the end of the school year, **prior** to the educator applying for SCECHs, share the tallied number with each educator to ensure that they apply for the correct number of SCECHs.

Sample Educator tab:

Name of PD			Mentoring Semester One	Mentoring Semester Two	School Improvement Committee- Math	Technology Workshop	Data Workshop	Google Classroom	Total
Date			Sept-Dec 2021	Jan-June 2022	Sept. 21 - June 22	October 1, 2021	February 5, 2022	April 1, 2022	
Number of SCECHs possible			25 SCECHs	25 SCECHs	25 SCECHs	2 SCECHs	1 SCECH	4 SCECHs	
Educator Last Name	Educator First Name	PIC Number							
Adams	Susan	111111				2	1	4	7
Evans	Jordan	222222	25	25		2		4	56
Lawrence	Susan	333333				2		4	6
Smith	Cindy	444444			25	2	1		28
Wetzel	Amy	555555			25	2	1	4	32

NOTE: *SCECHs are earned in **quarter hour increments only** and when calculating, you must round down to the nearest quarter hour.*

Also: *including PIC numbers on the educator tab is optional but helpful when last names change.*

Educator Instructions

Educators, to apply for SCECHs please do the following:

1. Get your administrators approved amount of SCECHs - you may have tallied a slightly different amount. Work together for the correct amount to apply for. *These are SCECHs earned during this school year only from your school, diocese/system or pre-approved independently acquired PD. The lowest amount of SCECHs (applied for or approved) will be uploaded in MOECS.*
2. Fill out the SCECH application that your administrator has shared with you. Apply ONE time for all SCECHs earned when your PD is complete for the year.
3. When applying for SCECHs you must enter your name EXACTLY as it appears in your MOECS account. Names and PIC numbers must match or will invalidate your SCECH application.
4. Allow up to 30 days between application and SCECH uploads into MOECS.
5. Do not forget the mandatory MOECS evaluation that you must complete for the SCECHs to be applied to your account.
6. If you have questions or concerns, please [email MANS](#). At the end of the school year, phone calls may need to go unanswered to allow for SCECH uploading to occur uninterrupted.

During the school year, please familiarize yourself with your MOECS account:

- *KNOW YOUR PIC – guesses and faux PIC numbers invalidate SCECH applications.*
- *Make sure you track how many SCECHs you have earned and need to renew your certificate.*
- *Know when your certificate renewal year is.*
- *Ensure you have an updated email address in MOECS.*

Administrator SCECH Processing Timeline

Upon completion of your professional development for the school year, email [Shelley Long](#) to let her know your PD for the year is complete. Shelley will email the SCECH application to share with your educators. There is a different application each year.

Mandatory: share the number of SCECHs earned with each educator prior to them applying, so they know the correct number they may apply for. This alleviates discrepancies and the need for emails to determine the correct number earned. Please make sure your educators understand they are applying for SCECHs earned at your school, diocese/system, or independently acquired during the current school year only. ***The lowest number of SCECHs applied for or approved will be uploaded into MOECS.***

Please inform your educators that MANS requires a 30-day window between applying for SCECHs and for them to be uploaded to MOECS.

Disclaimer

MANS will upload each educator SCECHs earned to the Michigan Online Educator Certification System (MOECS) where their records will be stored. They will receive an email with an evaluation shortly after the upload. SCECH credits do not become active until participants complete the electronic evaluation emailed to them by the Michigan Department of Education.

Please ensure each educator provides their Personal Identification Code (PIC) and the **exact name** that they used in the [Michigan Online Educator Certification System \(MOECS\)](#) or MANS will not be able to upload their SCECHs, resulting in the potential loss of SCECH credit hours.

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

Questions?

[Please email Shelley Long](#) or call 517-372-0012