



SCECH Processing Handbook

<https://m-a-n-s.org/resource/scech-process/>

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 [MDE's 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 on or after 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.

ACCREDITATION SITE VISIT TEAMS

An educator 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.

The chairperson assigned to the site visit team is responsible for submitting a list of approved team members.

There is no partial credit for doing half a site visit.

No prior approval is necessary for Accreditation site team SCECHs.

SCHOOL SAFETY TRAININGS

School safety trainings are SCECH eligible per MDE memo dated August 1, 2023.

This includes CPR, First-Aid, Blood Borne Pathogens, Active Shooter Trainings, Mental Health Crises, etc.

These trainings aim to equip educators with the knowledge and skills needed to prevent, prepare for, and respond effectively to potential incidents, ultimately creating safer learning environments.

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 (*unless participants are learning new skills or knowledge to help teach students*).
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](#).

Professional Teaching Certificate Renewal

The Professional Teaching Certificate is a five-year teaching certificate with unlimited renewals. Each renewal adds five years to the certificate's validity. A renewal can be requested any time after January 1 of the expiration year.

Requirements (One of the following):

- [Education-Related Professional Learning](#) totaling 150 hours.
- A [valid out-of-state teaching certificate](#), appropriate for K-12 education may be used one time.

[Apply now](#)

Important Note

Educators who hold the School Counselor (NT) endorsement on a teaching certificate, regardless of current assignment, must meet the requirements of law (MCL [380.1233\(6\)](#)) to renew that teaching certificate. Information pertaining to renewing a school counselor credential can be accessed via the [School Counselor Credential Renewals](#) guidance. Endorsements are not renewed; rather, certificates are renewed, and a renewal of that certificate will maintain the existing endorsements. An endorsement can only be removed from a Michigan teaching certificate if the [nullification process](#) is utilized.

Education-Related Professional Learning

Education-Related Professional Learning Options

One of the following [Education-Related Professional Learning](#) options must be earned since the issue date of the most recent certificate or renewal. These hours must be entered into [Michigan Online Educator Certification System \(MOECS\)](#) prior to applying for the renewal for the system to recognize your eligibility:

- 6 semester credit hours appropriate to the content and grade level of the certificate and endorsement from a regionally accredited college or university; or
- 6 semester hours in a planned course of study* from a college or university recognized by [Council for Higher Education Accreditation](#) (CHEA) or [U.S. Department of Education](#) (USDE); or
- 150 Michigan [State Continuing Education Clock Hours](#) (SCECHs) appropriate to the content and grade level of the certificate and endorsement; or
- 150 hours of Michigan [District Provided Professional Development](#) (DPPD) appropriate to the content and grade level of the certificate and endorsement.
- Any combination of the above.

*Credits in a planned course of study may include credits taken as part of an education-related master's or higher degree or credits in a program that leads to an endorsement.

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 educators' accounts. MANS is not privy to each educator's 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 responds to questions via email during regular business hours.

More information on MOECS may be found here.



MANS YEARLONG SCECH PROCESSING

Since 2020, MANS has offered the Yearlong SCECH Processing Program for schools interested in participating.

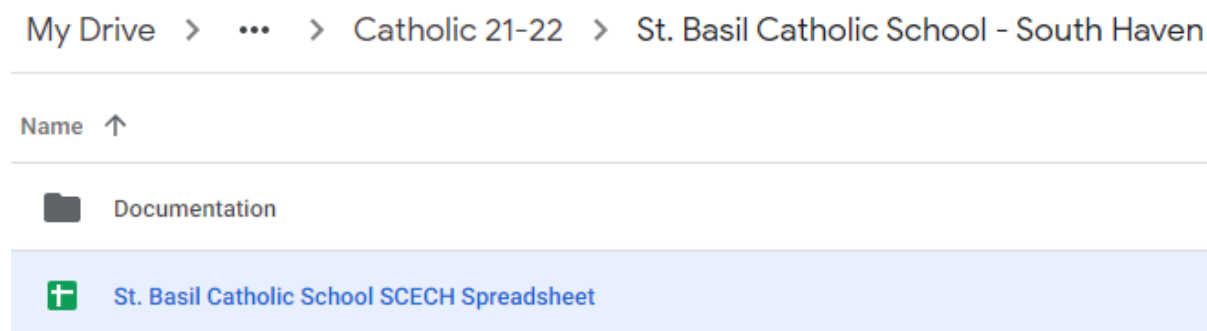
Each participating school receives an email with a link to a Google folder and a spreadsheet. It is the school administrator's responsibility to update the Google spreadsheet template with their yearlong PD and educator information. They may also designate this task to a "Building SCECH Coordinator."

GOOGLE FOLDER

In the Google documents folder, upload all professional development and school committee agendas, minutes, sign-in/out sheets, and other 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 2021-2022 Google Folder:



GOOGLE SPREADSHEET

In your Google folder, there is a 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 your professional development for the current school year. Include presentations/workshops/conferences your school is offering. Also include school-approved committees, mentoring, accreditation site visit teams, etc.

List any independently acquired PD educators 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 to 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/1BOiTNysCCykOZcuC9DpK3FRVBfVOK8e4/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, **before** the educator applies 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.

EDUCATOR INSTRUCTIONS

Educators, to apply for SCECHs please do the following:

1. Get your administrators' approved amount of SCECHs - you may have tallied a different amount. Work together to determine the correct amount to apply for. *The lowest amount of SCECHs (applied for or approved) will be uploaded in MOECS.*

NOTE: MANS and MESC PD are applied for separately!

1. Fill out the SCECH application that your administrator has shared with you. Apply ONE time for all SCECHs earned this school year, when your PD is complete for the year.
2. 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.
3. Allow up to 30 days between application and SCECH uploads into MOECS.
4. Do not forget the mandatory MOECS evaluation that you must complete for the SCECHs to be applied to your account.
5. 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 each school year, email [Shelley Long](#) or [Julie George](#) to let them know your PD for the year is complete. They will email the SCECH application to share with your educators.

Mandatory: share the number of SCECHs earned with each educator before they apply, 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 pre-approved independently acquired PD 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 [Julie George](#)

