

**Michigan Department of Education
Office of Professional Preparation Services**

**Overview of the
State Continuing Education Clock Hour (SCECH) Program**

Formerly known as the
State Board Continuing Education Unit (SCECH) Program

What are SCECHs?

State Board-Continuing Education Units (SB-CEUs) are pre-approved in-service, workshop, training, or conference credits that are used for the renewal of certificates issued by the Michigan Department of Education (MDE). SB-CEUs were calculated by dividing the total number of contact or instructional hours by ten. Thus, an eight (8) hour session would be eligible to receive eight tenths (.8) SB-CEUs.

On May 18, 2012 the Administrative Rules were revised to change SB-CEUs to State Continuing Education Hours and to clock hours. The MDE combined the terms to name the renewal credits *State Continuing Education Clock Hours* (SCECHs). SCECHs are State approved in-service, workshop, training or conference credits that are used for the renewal of certificates issued by the MDE's Office of Professional Preparation Services. SCECHs are the total number of instructional hours in a program. The eight (8) hour session would now award 8 SCECHs.

Secure Central Registry (SCR)

The Secure Central Registry (SCR) has been designed for individuals to utilize SCECHs toward educator certificate and license renewal, and administrator continued employment requirements. The SCR provides educators with the ability to track all SCECHs/SB-CEUs awarded to them since January 1, 2010 in one central location. To use the system, educators must have an account in the SCR.

The SCR system requires the use of a common evaluation, which will provide greater detail on program quality for all participants in all SCECH programs. SCECH coordinators will upload participation records, triggering an automated email to each participant that requests completion of the common evaluation. SCECHs will be awarded when the evaluation has been completed.

SCR System is located at:

http://www.solutionwhere.com/mi_sbceu/welcome.asp

Approved Sponsors and Approved SCECH Offerings

Only approved sponsors may apply directly to the MDE for approval to offer training and/or conferences for SCECHs.

Currently approved SCECH offerings can be sorted by date, by category (content area), and by sponsor. Click on the title of the offering to view the narrative, number of SCECHs to be awarded, offering dates, and the SCECH sponsor of the offering.

Individuals and private vendors may not submit SCECH program approval applications directly to the MDE. They may, however, have their program approved through an approved sponsor. This is accomplished by providing the approved SCECH sponsor with a detailed agenda **at least 45 days prior to the start date of the offering**. The SCECH sponsor will calculate eligible contact hours, submit an application to the MDE for approval, and provide the individual or private vendor with the requirements from that point forward.

Basic SCR Directions

SCECHs awarded after January 1, 2010 are maintained in the SCR at:

<http://www.Getmipd.com>.

Approved Sponsors - select Sponsor on the menu bar.

Approved programs in your area, or within a certain date range, select Catalog on the menu bar.

Create an account – Select Login or Register, then select Create Account and follow the directions on the screen.

Log into your existing account - Select Login or Register, then log in using your User Name and Password.

Who is eligible to use SCECHs for certificate approval?

Individuals who hold the following certificates and licenses are eligible to obtain and use SCECHs toward certificate/licensure renewal:

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

Significance of SCECHs

Generic CEUs cannot be used toward renewal of the above listed certificates/licenses. Only state approved SCECH training counts toward certificate renewal. Training programs and/or conferences sponsored by either the US Department of Education's Teacher-to-Teacher Program or by an authorized provider of the International Association for Continuing Education and Training (IACET) are eligible for SCECHs via collaborative agreements between the Michigan Department of Education, Office of Professional Preparation Services, and both the US Department of Education and IACET.

SCECH Record Responsibility

Both the approved SCECH sponsor and the individual are responsible for record keeping. The sponsors are required to collect and maintain records of all eligible participants who are awarded SCECH credit for 7 years after the end date of a program.

Participants are responsible for maintaining their personal information in the SCR which keeps the information regarding their completion of all SCECH/SB-CEU programs for which SCECH credit was awarded. The State of Michigan does not maintain a central registry of awarded SB-CEU credit awarded prior to December 31, 2009. If the participant requires a duplicate copy verifying awarded SB-CEU credit, a transcript is to be obtained from the SCECH/SB-CEU sponsor of the offering.

Attendance Requirement

SCECHs are contact-hour based. Verification of a participant's 100% attendance and completion of an online evaluation is required to earn SCECHs for a program. Failure of a participant to fulfill the requirements will result in no SCECHs being awarded for that offering.

Traditional Conferences, Workshops, Etc.

Attendance at traditional workshops, seminars, trainings and conferences is verified by 100% attendance. Failure of a participant to attend the entire offering and complete an online evaluation will result in no SCECHs being awarded for that offering.

Non-Traditional Activities

Non-traditional professional development activities, such as those listed below, are also eligible to receive SCECH credit, **if prior approval is received. To receive SCECH credit for these Non-Traditional programs, you MUST contact your local SCECH Sponsor when starting the assignment for qualification instructions and validation forms required.** Credit can only be earned by filing the appropriate paperwork within 30 days after the assignment.

- A. Supervision of Student Teacher/Teacher Intern (one placement period of not less than eight weeks)
- B. Supervision of School Counselor Internship (one placement period of not less than eight weeks)
- C. Supervision of School Psychologist Required Practicum/Internship (one placement period of not less than eight weeks)
- D. Supervision of Pre-Teaching/Midtier Student/Pre-Service Student (actual supervision time.)
- E. New Teacher Mentor (at least a full semester of an academic year)
- F. School Counselor Mentor (at least a full semester of an academic year)
- G. School Psychologist Mentor (at least a full semester of an academic year)
- H. New Principal/Administrator Mentor (at least a full academic year)
- I. Serving on an approved accreditation review and/or site visit team (contact approved accrediting organization);
- J. K-12 School Improvement Team (at least a full academic year)
- K. School Committee Meetings (at least a full academic year)
- L. MDE Committees (at least a full academic year)

SCECHs for each activity may only be earned a maximum of three (3) times toward certificate renewal within an educator's certificate renewal period.

Other Non-Traditional Activities

To receive SCECH credit for the following programs (A-B), you MUST contact your local SCECH Sponsor 45 days before starting the assignment for qualifications, instructions, and validation forms required. Credit can only be earned by filing the appropriate paperwork.

A complete list of approved SCECH sponsors can be found at:

<http://www.Getmipd.com>

Please contact your SCECH sponsor with specific questions.

- A. Military Training
- B. Individual Professional Activities – Adjunct/guest teaching in an advanced degree college or university.

To receive SCECH for the following programs (C-E) please contact your National Board representative.

- C. Completion of the portfolio component of the National Board for Professional Teaching Standards (75 SCECHs);
- D. Completion of the certification process and being awarded certification from the National Board for Professional Teaching Standards (150 SCECHs);
- E. Completion of the renewal process for certification from the National Board for Professional Teaching Standards (150 SCECHs).

SCECHs for each non-traditional activity may only be earned a maximum of three (3) times toward certificate renewal within an educator's certificate renewal period.

A complete listing of currently approved SCECH/SCR sponsors/coordinators and offerings can be found at:

http://www.solutionwhere.com/mi_sbceu/welcome.asp

Please contact the local SCECH Sponsor and Coordinator with questions about specific offerings.

For general information about the SCECH/SCR system, please contact the MDE Program Administrator at telephone 517-241-4928, or email SCECH@michigan.gov