

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

State Continuing Education Clock Hours (SCECHs)

SCECH Program Types

See your local SCECH Sponsor/Coordinator for complete description and rules for each program type below. **All** types of SCECH programs must be a **minimum** of 3 hours in length.

Traditional Professional Development Activities:

Meetings/Workshops – Programs where participants are together in one room receiving the same information. (Application must be submitted 30 days prior to start date.) Minimum 3 hours. Several meetings may be grouped together in one program if they are a continuation of the same topic. Start date is the first meeting and end date is the last meeting. Agendas and sign in and out record sheets are required at all meetings and to be submitted to the SCECH Coordinator.

Conferences - The conference option is used when a range of SCECH are available to a participant. (Application must be submitted 30 days prior to start date.) Participants can earn a range of clock hours with the minimum of 3 hours up to the maximum instructional time. If a conference is more than one day, the start date is the first meeting day and the end date is the last meeting. Agendas are required with all possible sessions listed. Attendance sheets, with participants signing in and out at each session they participate in, are to be submitted to the SCECH Coordinator at the end of the program.

- A. Traditional conferences should have a keynote speaker and concurrent sessions for the day(s), then a closing session.
- B. The conference option can also be used for meetings where there are concurrent sessions going on, or several sessions and all are not required for that particular training.

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Non-Traditional Programs: The following list of “Non-Traditional” programs are professional development activities educators may participate in that are exceptions to the standard meetings or conferences offered as State Continuing Education Clock Hour programs. Applications are submitted 30 days in advance if possible, but can be entered late if you did not receive notification of the program 30 days prior to the start of the program. Application then needs to be submitted as soon as possible. **Applications cannot be applied for after the activity is over.**

- A. Supervision of Student Teacher/Teacher Intern
(for one placement period of not less than eight weeks)
- B. Supervision of School Counselor Internship
(for one placement period of not less than eight weeks)
- C. Supervision of School Psychologist Required Practicum/Internship
(for one placement period of not less than eight weeks)
- D. Supervision of Pre-Teaching/Midtier/Pre-Service Student
(earn up to 15 hours by logging actual supervision time)
- E. New Teacher Mentor - **(for at least a full semester)**
- F. School Counselor Mentor - **(for at least a full semester)**
- G. School Psychologist Mentor - **(for at least a full semester)**
- H. New Principal/Administrator Mentor - **(for one school year)**
- I. K-12 School Improvement Team - **(for one school year)**
- J. School Committee Meetings - **(for one school year)**
- K. MDE Committees - **(for one school year)**

A maximum of 75 SCECHs earned in each of the non-traditional activities in a five-year period renewal period can be used toward certificate renewal.

Individual Professional Activities – Guest teaching in an advanced degree college or university program may qualify for SCECH credit. The request must be preapproved, subject to later verification and all criteria for submission of an SCECH program approval application are satisfied. (Pre-Approval by MDE Administrator 30 days prior to assignment, one per school year)

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Military Training – Required training military personnel attend (pre-approval required for relevant instructional hours) (Application must be submitted 30 days prior to start date.)

National Board for Professional Teaching Standards training. Applied for through their local teacher association for the following National Board credits:

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

College Conversion courses – College courses offered as SCECHs instead of college credit. College conversion must be approved by the college/university prior to application for SCECHs. (Application must be submitted 30 days prior to start date.)

On-line/Internet/Web-based Programs – Programs that are totally or partially completed through the internet.

The ONLY general CEU credits that can be used for certificate renewal by applying through the SCECH system:

- ***IACET program*** - Applications are submitted at the time the official IACET certificate is presented to the SCECH sponsor.
- ***US DOE Teacher to Teacher program*** - Applications are submitted at the time the official PAECT/Teacher to Teacher certificate is presented to the SCECH sponsor.