Traditional SCECH Program Application Submission:

All traditional State Continuing Education Clock Hours (SCECH) program applications **MUST**:
- be submitted for approval **no less than 30 days** prior to the start date of the application,
- be approved by the Michigan Department of Education (MDE) **prior** to the start date of the offering,
- be a minimum of three (3) hour instructional time,
- have the agenda uploaded to the online application, and
- include the attendance method being used for the program written in the Sponsor Notes section of the online program application.

Review the program description to make sure it aligns with professional learning qualifications required for a quality program.

Calculating Contact Hours and SCECHs:

It is the responsibility of the SCECH coordinator, not the presenter, to calculate the State Continuing Education Clock Hours (SCECHs). The coordinator must rely on the program agenda to calculate the number of SCECHs available.

SCECH programs must have a minimum of **three hours** of instructional contact time.

Agenda Rules:

The agenda submitted **must** contain the following information:

1. Title of the offering as submitted on the on-line application.
2. Date(s) of the program.
3. Clearly defined timeframes (the end time noted on the agenda should be the end time of the training, not the time the last session begins).
4. Applications must have a break for every 2.5 hours of contact time. The breaks can be no less than 10 minutes in length and meals cannot be less than 30 minutes. If an agenda is received that does not include a required break, notify the presenter and request an updated agenda.
5. **Written calculation of the number of contact hours and SCECHs requested.**
The following **do not count** as contact time:

- Welcome, introduction of speaker, housekeeping issues (*list separately on agenda*)
- Breaks, lunch, and dinner must be a separate item on agenda. (*breaks cannot be less than 10 minutes; meals cannot be less than 30 minutes*)
  - do not combine keynote speeches and meals
  - do not have “working” lunches
- Homework
- Preparation time for offerings
- Registration of participants
- Orientation of staff personnel
- Non-instructional committee meetings
- Conferences or assemblies for policy-making purposes and business meetings of societies and associations
- Attendance at entertainment events
- Individual, self-directed studies, or other forms of independent learning experiences
- Independent writing of articles or research reports or the presentation of reports

The number of SCECHs is the instructional training time. **Do not use partial hours, round down to the nearest hour.** Thus, 18 hours of training equals 18 SCECHs, 15 ½ hours of training equals 15 SCECHs. The on-line application requires the TOTAL number of contact hours for the program.

**Flexibility** can be built in the agenda to provide for participants arriving late/leaving early, session ends early, etc.

Example:
- 5 contact hours = 5 SCECHs. For flexibility, offer 4 SCECHs.
- 5 ½ contact hours = 5 SCECHs. The remaining 30 minutes can be used as flexibility.

This flexibility **cannot** be used as the time for breaks. A break is required for every 2.5 contact hours and the break cannot be less than 10 minutes in length. Do not show this flex time when putting the application into the computer system, just the maximum total contact hours an individual can earn.

The required documentation to be attached to the traditional online program application:

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Application Documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Meetings/Workshops/Conferences</td>
<td>Agenda</td>
</tr>
</tbody>
</table>

2.13.2014
**Non-Traditional SCECH Program Application Submission:**

Non-Traditional programs are professional development activities educators may participate in that are exceptions to the standard traditional meeting offered as SCECH programs.

**Group A**

The following non-traditional programs need to be in the system 30 days prior to the start date if at all possible, but the MDE realizes there are times when individuals and/or school districts will contact sponsors less than 30 days prior to the start date of the assignment.

**Supervision**

A. Supervision of Student Teacher/Teacher Intern  
B. Supervision of School Counselor Internship  
C. Supervision of School Psychologist Required Practicum/Internship  
   *Supervision must be for one placement period of not less than eight weeks.*  
D. Supervision of Pre-Teaching/Midtier Student/Pre-Service Student  
   *Earn logged hours for actual supervision time*

**Mentors**

E. New Teacher Mentor  
F. School Counselor Mentor  
G. School Psychologist Mentor  
   *Mentoring programs listed above will be for at least a full semester of an academic year.*  
H. New Principal/Administrator Mentor  
   *Principal/Admin Mentoring will be for one school year.*

**Committees/Team Meetings**

I. K-12 School Improvement Team  
J. School Committee Meetings  
K. MDE Committees  
   *Group Meetings will be for one school year.*

*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. The application fee may be collected from the participant.

- **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. The application fee may be collected from the participant.
The required documentation to be attached to the online program application for non-traditional Group A programs:

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Application Documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>IACET programs</td>
<td>Certificate</td>
</tr>
<tr>
<td>US DOE Teacher to Teacher programs</td>
<td>Certificate</td>
</tr>
<tr>
<td>Supervision of Student Teacher/Teacher Intern</td>
<td>None</td>
</tr>
<tr>
<td>Supervision of School Counselor Internship</td>
<td>None</td>
</tr>
<tr>
<td>Supervision of School Psychologist Practicum/Internship</td>
<td>None</td>
</tr>
<tr>
<td>Supervision of Pre-Teaching/Midtier/Pre-Service Student</td>
<td>None</td>
</tr>
<tr>
<td>New Teacher Mentor</td>
<td>None</td>
</tr>
<tr>
<td>School Counselor Mentor</td>
<td>None</td>
</tr>
<tr>
<td>School Psychologist Mentor</td>
<td>None</td>
</tr>
<tr>
<td>New Principal/Administrator Mentor</td>
<td>None</td>
</tr>
<tr>
<td>K-12 School Improvement Team</td>
<td>None</td>
</tr>
<tr>
<td>School Committee Meetings</td>
<td>None</td>
</tr>
</tbody>
</table>

**Group B**

The following non-traditional State Continuing Education Clock Hours (SCECH) program applications **MUST**:  
- be submitted for approval **no less than 30 days** prior to the start date of the application,  
- be approved by the Michigan Department of Education (MDE) **prior** to the start date of the offering,  
- be a minimum of three (3) hour instructional time,  
- have the agenda, certificate of completion or schedule uploaded to the online application, and  
- include the attendance method being used for the program written in the Sponsor Notes section.

**Individual Professional Activities** – Guest teaching in an advanced degree college or university program may qualify for SCECH credit. (Pre-Approval by MDE Administrator 30 days prior to assignment, one per school year)

**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 working with them on National Board Certification
**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 SCECH approval. (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 required documentation to be attached to the online program application for non-traditional Group B programs:

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Application documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Professional Activities</td>
<td>Questions</td>
</tr>
<tr>
<td>Internet/Web based programs</td>
<td>Topic/Time Schedule</td>
</tr>
<tr>
<td>Military Training</td>
<td>Training order</td>
</tr>
<tr>
<td>National Board for Professional Teaching Standards training.</td>
<td>None</td>
</tr>
</tbody>
</table>