

**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 State Board approved in-service, workshop, training, or conference credits that are used for the renewal of selected certificates issued by the Michigan Department of Education (MDE). SB-CEUs were calculated by dividing the total number of contact or instructional hours by the number 10. Thus, an eight (8) hour session would be eligible to receive eight tenths (.8) of an SB-CEU.

On May 18, 2012 the Michigan Department of Education revised the Administrative Rules which changed SB-CEUs to State Continuing Education Hours and those hours to be 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 selected certificates issued by the MDE. SCECHs are the total number of instructional hours in a program. The eight (8) hour session would now award 8 SCECHs.

Attendance Requirement

SCECHs are contact-hour based. Participants must have 100% attendance at offerings and complete an offering evaluation. Verification of attendance is required and participants must sign-in and out and complete an online evaluation of all offerings. Failure of a participant to fulfill the requirements will result in no SCECHs being awarded for that offering.

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, sign-in and out, and complete an online offering 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 (earn up to 20 hours by logging 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)

A maximum of 90 SCECHs awarded in these activities in a five-year renewal period can be used toward certificate renewal.

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

A maximum of 90 SCECHs awarded in these activities in a five-year renewal period can be used toward certificate renewal.

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 (90 SCECHs);
- D. Completion of the certification process and being awarded certification from the National Board for Professional Teaching Standards (180 SCECHs);
- E. Completion of the renewal process for certification from the National Board for Professional Teaching Standards (180 SCECHs).

Approved Sponsors and Approved SCECH Offerings

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

Click on the SCECH Program link.

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.

Secure Central Registry (SCR)

Through a partnership between the Michigan Department of Education (MDE) and the Michigan Institute for Educational Management (MIEM), a secure central registry (SCR) has been designed for individuals who utilize SCECHs toward Professional Education Certificate renewal, School Counselor License renewal, School Psychologist Certificate renewal, Administrator Certificate renewal, and Administrator continued employment requirements. The SCR is an automated process that replaces the current paper system. The SCR will provide educators and administrators with the ability to track all SCECHs/SB-CEUs awarded to them (after January 1, 2010) in one central location. To use the system, all educators and administrators will need to log-in to the SCR and create a personal account.

The new 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 processed when the evaluation has been completed.

Basic SCR Directions

SCECHs awarded after January 1, 2010 are maintained in the SCR at: http://www.solutionwhere.com/mi_sbceu/welcome.asp Click on the SCR link to create an account, or to login. Review and make any changes to the Personal Profile then click Save. Continue further into the SCR to complete offering evaluations and view awarded SCECHs on an Unofficial Transcript.

SCECH & SCR Fees

To maintain and upgrade the registry, provide a 24/7 on-line review of SCECHs awarded, Unofficial Transcript, and an attendee helpdesk, the following fee schedule has been implemented:

- \$25.00 on-line SCECH application submission (paid by the sponsor)
- \$1.00 Secure Central Registry SCECH fee (if paid by the SCECH Sponsor)
- \$2.50 Secure Central Registry SCECH fee (if paid by the attendee)
- \$20.00 Official Transcript fee (paid by the attendee)

The Secure Central Registry maintains an Unofficial Transcript which suffices for verification of SCECHs awarded for certificate renewal.

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 above certificates require renewal every five years. The renewal requirement includes the completion of six semester hours of appropriate coursework through an approved institution, 180 state continuing education clock hours (SCECH), or a combination of these. School administrators are required to complete six semester hours, 180 SCECHs, or a combination of both every five years for continued employment.

- The Professional Education Certificate.
- The Occupational Education Certificate.

The above certificates require renewal every five years. The renewal requirement includes the completion of six semester hours of appropriate coursework through an approved institution, 180 state continuing education clock hours (SCECH), district provided professional development (DPPD), or a combination of all three and appropriate to the grade level and content endorsement(s) of the certificate.

The Provisional Certificate (*after September 1, 2013*)

The above certificate is initially valid for 6 year and can be renewed two times – each renewal is valid for three years. Starting September 1, 2013, renewals require completion of 6 semester hours in a planned course of study*, 180 State Continuing Education Clock Hours (SCECHs) appropriate to the grade level and content endorsement(s) of the certificate, or a combination of semester credit hours and SCECHs (*30 SCECHs equate to 1 semester credit hour*). All renewal credits must be earned since the issue date of the initial Provisional Certificate AND within the three years preceding application.

** Credit completed outside the State of Michigan must be in an approved Master's Degree program or in an endorsement program (minimum 20 semester credit hours to obtain endorsement) at a state approved Educator Preparation Institute (EPI).*

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 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.

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

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

Click on the approved SCECH/SB-CEU Program link.

Please contact your local SCECH Coordinator with questions about specific offerings.

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