Program Approval Application for
State Continuing Education Clock Hours (SCECH)

Applications must have a minimum of three hours of training time excluding breaks.
✳ Designates *Required* Fields

✳**Date Submitted to Coordinator:** _____

Select One✳:

☐ **New** ☐This is the first time this is being offered for SCECHs.

☐ **Update** ☐This application is for an additional offering of a **previously approved program**.
Program Approval Number: _____
(Please provide program number)

Application Details

✳Program Title: (which will appear in the online SCECH Catalog)

_____

✳Program Format:

☐ Blended/Hybrid - Program is a combination of Face-to-Face and Virtual/Online

☐ Face-to-Face   - Participants physically attend complete program

☐ Virtual/Online - Complete program through some type of Virtual/Online media

Same location as that of Sponsor?   Yes   /   No
Is the program being held at the Sponsor's address?
    If not, you must fill in the Event Location✳ information boxes:
✳Event Location: List the complete address where the program is being held.
                    This will allow individuals to use their GPS if needed.

Event Location
(Business/school name)   _____
Address
City
State
Zip

✳**Category** | _____ | *(See Attached List)*

✳**Course Narrative:**   *(Include basic information to let participant know what the program is about)*

_____

✳**Prerequisites**: *(Any program or training they must take prior to this program; if none, state None)*
None   or **Prerequisites** *(Please list)*: |

✱Attendance Method/Internal Notes*: (Describe the attendance method you are using for this program and you may include other information needed by Sponsor/Coordinator about this program)*

[   ]

✱Technical Specifications: (*Only for online programs - Specific computer needs for this program*)

[   ]

✱Participant Fee: *(Required payment from individuals to participate in this program)*   [$]

Conference?   [ ] (*Check if **Yes***)   If Yes - **Range of Hours** Available: [   ] **to** [   ]

Minimum Hrs.   Maximum hrs.
(Minimum can't be less than 3)

✱Total Contact Hours: [   ] *(maximum number of hours available)*

*The actual time used for instruction. Do **NOT** count the welcome, breaks, lunch, dinner speeches, homework, preparation time, registration, or similar non-instructional activities.*

✱Program Descriptors: *(up to 2)*   1.) _____   **2.)** _____

(Select from List attached)

On-going Enrollment?   Yes [   ]   No [   ]   (Online only)

If program is online and at your own pace – participants are uploaded when they complete the program requirements. Program will run for 1 year from date of State Approval.

IACET Program?   Yes [   ]   No [   ]

IACET Certificate has been submitted to Coordinator from Educator. *(Educator pays for Program Application)*

Is Program Restricted?   Yes [   ] No [   ]

✱ If Yes, list any restrictions related to the program. *(Restrictions may include; limited to a specific school, specific teacher group, etc.)*

Restrictions:

Agenda File Name. Submit Agenda Electronically.   [   ]

Program Details

✱Number of New Program Offerings: [   ]   [Add Dates]

How many times this **exact same program** will be offered/presented?

#	Begin Date MM/DD/YY	End Date MM/DD/YY	County Code (See attached list)	Reason for Change	Cancel
1					
2					

(Add additional lines if necessary.)

Contact Details

Is this Program offered for College ***Conversion*** credit?   Yes✱ [   ] No [   ]

✱If Yes, List College: _____

✱College Contact Phone Number: _____

✱Number of College Credits Offered: _____

You must attach to this application a statement from the college stating the college is aware of, and approves, the program being offered for SCECHs. Following the program, the instructor must provide in writing the names of all participants that fully met all program requirements.

Program Contact

This area contains the contact information and website for the person anyone would contact to register for the program, or to get more information about the program.

✱**Program Contact Name**: _____

✱**Program Contact Phone:** _____

✱**Program Contact Email:** _____

Program Website: _____

Contact Signature(s): _____

Original or Electronic

Originating District: _____

(If not the approved Sponsor)

Sponsor Acknowledgement

SCECH Program Sponsor _____

SCECH Coordinator _____

SCECH Assistant Coordinator _____

Advisory: **It is a criminal offense to use or attempt to use a SCECH transcript or certificate of completion that is fraudulently obtained, altered, and/or forged to obtain and/or maintain school administrator, teacher and/or school psychologist certification or other State Board approval.**

1. What are the learning outcomes and objectives for your program? Please provide information on what participants will be able to do as a result of attending, and the overall purpose of the program.
2. **Attach the *(final)* program agenda to this application**. The agenda must show specific training subjects. It must also include break times *(10-15 minutes for every 2.5 hours of instruction)* and meal break *(full day sessions should include a 30-60 minute lunch period)*. The agenda cannot change from the agenda approved by MDE. If you have any agenda/program changes, the changes must be approved BEFORE THE FIRST DAY OF THE PROGRAM.

Evaluation Questions
Do you wish to add extra questions to the online Participant Evaluation? We encourage program specific questions. These *(up to five)* can be in any format and added to the standard online evaluation.

Standard questions for every program:
1.   Describe two (2) ways you could apply this new knowledge or skill in your role as an educator.

2.   Please provide feedback to the facilitator or Sponsor regarding the program's structure, content, delivery, or any other comments you would like to share with the facilitator.

Please Note:
Once the program is approved, you and/or your presenter must run the program according to the final agenda submitted with this application. This means there can be no changes to the program agenda. This mean no:

- **Skipping breaks to allow early release.**
- **Shortening the lunch break to allow early release.**
- **Changing the start time.**
- **Making the end time earlier *(if you run over that is okay)*.**
- **Changing program dates without prior approval from the Sponsor.**

Optional Conference worksheet: *(or attach your own spreadsheet)*

Name of the Facility and Location/Address	Dates In Chronological Order	Times From	To
Conference Offering	**MM/DD/YY**	**AM/PM**	**AM/PM**
Day 1			
Day 2 (list only if different)			
Day 3 (list only if different)			
Day 4 (list only if different)			
Day 5 (list only if different)			

(Add additional lines if necessary)

Presenter Information
(Copy form as needed)

Presenter Name: _____

Title: _____

Affiliation (Company/Institution): _____

Expertise/Qualifications related to
program/training: _____

(Add lines as needed, or attach program/flyer or other documentation that contains the information)

Category List

Adult Education
Agricultural Education
Agriscience and Natural Resources
Art Education
Bilingual Education
Business Education
Career and Technical Education
Committee/Review Team
Communication Arts
Computer Science/Technology
Curriculum Development (Non-Content)
Early Childhood
Educational Technology
Elementary Level (Grades PreK-5)
English
English as a Second Language
Environmental Studies
Family and Consumer Sciences
Fine Arts
Foreign Language
General Studies
Gifted/Talented
Guidance & Counseling
Health/Recreation/Physical Education
Home Economics
Humanities
Industrial Technology
Language Arts
Leadership Skills (Non-Content)
Library Media
Management/Supervision Skills (Non-Content)
Mathematics
Mentor Teacher/Principal
Middle School Level (Grades 6-8)
Miscellaneous (Non-Content Area)

Multi-Age
Multicultural Skills (Non-Content)
Music Education
National Board Certification
New Administrator Mentor (Non-Content)
New School Counselor Mentor (Non-Content)
New School Psychologist Mentor (Non-Content)
New Teacher Mentor (Non-Content)
OnLine Courses
PA 25 School Improvement Team
Parent and/or Community Relations (Non-Content)
School Administration (Non-Content)
School Committee
School Improvement (Non-Content)
Science
Secondary School Level (Grades 9-12)
Social Science
Social Studies
Special Education
State Policy, Rules & Procedures (Non-Content)
Supervising Pre-Teaching/Pre-Service Student
Supervising School Counselor (Non-Content)
Supervising School Psychologist (Non-Content)
Supervising Teacher/School Psychologists/Counselors
Supervising/Cooperating Teacher (Non-Content)
Technology and Design
Visual Arts
Vocational Agriscience and Natural Resources
Vocational Education
Vocational Health Sciences
Vocational Human Services
World Language and Culture
Writing

Program Descriptors

067	Accounting	103	Computer Science
238	Accreditation Review/Site Visit Team	018	Cultural Studies
239	Administrator/Principal--Mentoring	222	Curriculum Development
109	Adult Education	063	Dance
202	Adult Learning Styles	206	Discipline in the Classroom
406	Advanced Placement	007	Drama
055	Agriscience and Natural Resources	100	Driver and Safety Education
226	AIDS Education	105	Early Childhood Education
408	Alternative Education	029	Earth/Space Science
017	Anthropology	011	Economics
043	Arabic (Modern Standard)	346	Educational Technology
348	Art Education	106	Elementary
030	Astronomy	079	Emotional Impairment
083	Autism Spectrum Disorder	002	English
410	Autism/ADD/ADHD	050	English as Second Language
204	Behavior Management Styles	102	Environmental Studies
019	Behavioral Studies	58	Family and Consumer Sciences
302	Bilingual Arabic	59	Fine Arts
304	Bilingual Chaldean	036	French
306	Bilingual Chinese	012	Geography
300	Bilingual Education	037	German
308	Bilingual Filipino	088	Gifted/Talented
310	Bilingual French	405	Grade Level
312	Bilingual German	396	Greek
314	Bilingual Greek	354	Guidance and Counseling
316	Bilingual Hebrew	060	Health
318	Bilingual Italian	355	Health, Physical Education, Recreation & Dance
320	Bilingual Japanese		
322	Bilingual Korean	081	Hearing Impairment
324	Bilingual Other	398	Hebrew
326	Bilingual Polish	420	High School Reform
328	Bilingual Russian	013	History
330	Bilingual Servo-Croatian/Bosnian	422	Homeless
332	Bilingual Spanish	231	Human Development/Socialization
334	Bilingual Vietnamese	356	Humanities
026	Biology	235	IACET Authorized Training
203	Brain Development Theories	086	Inclusion
068	Business Administration	056	Industrial Technology
066	Business Education	208	Instruction Theory/Methods
336	Business, Management, Marketing & Technology	364	Integrated Science
		209	Issues Management
340	Career and Technical Education	400	Italian
225	Career Counseling for Students	041	Japanese
042	Chaldean	003	Journalism
027	Chemistry	001	Language Arts
219	Child Psychology	038	Latin
394	Chinese (Mandarin)	218	Leadership Skills
076	Cognitive Impairment	082	Learning Disabilities
344	Communication Arts	210	Learning Styles
205	Communication Skills	101	Library Media

Program Descriptors cont.:

201 Management/Supervision Skills
070 Marketing Education
035 Mathematics
065 MDE Comprehensive Health Program
223 Media Utilization
229 Mentor Training Program
107 Middle School/Junior High School
234 Miscellaneous Content/Non-Content
428 Multi-Age
217 Multicultural Education
057 Music Education
236 MVU Authorized Training
362 National Board Certification
432 No Child Left Behind
402 Other
051 Other Bilingual
221 Outdoor Education
212 Parent/Community Relations
230 Personnel Hiring or Evaluation
358 Philosophy
061 Physical Education
084 Physical Education for Students with Disabilities
078 Physical or Other Health Impairment
366 Physical Science
028 Physics
404 Polish
014 Political Science
434 Poverty
436 Professional Learning Communities
015 Psychology
005 Reading
062 Recreation
040 Russian
200 School Administration
440 School Committee
242 School Counselor--Mentoring
240 School Counselor--Supervising
214 School Improvement
442 School Improvement Comm.(PA 25)
244 School Psychologist--Mentoring
232 School Psychologist--Supervising
025 Science
108 Secondary/Senior High School
069 Secretarial Science
104 Sex Education
216 Sex Equity In The Classroom
367 Social Science
010 Social Studies
016 Sociology
039 Spanish

075 Special Education
004 Speech
077 Speech & Language Impairment
228 Staff Development Leadership
237 Standards/Assessment/Review Team
207 State Edu Policy, Admin, Rules, Proc.
085 State Section 31-A (At-Risk Students)
227 Student Dropout Prevention
211 Student Motivation/Theories/Technique
213 Student Problem Solving Skills
215 Student Self-Concept Development
360 Study of Religions
224 Substance Abuse Education
446 Suicide Prevention
233 Teacher--Mentoring
248 Teacher--Supervising/Cooperating
372 Technology and Design
220 Testing and Measurement
448 Title I, Part A (Improving Basic Serv)
450 Title I, Part C (Education of Migratory Children)
452 Title I, Part D (Prevention and Intervention For Delinquent Children and Youth)
454 Title II, A(3) (Higher Education Professional Development)
456 Title II, Part A (Teacher and Principal Training and Recruiting)
458 Title II, Part D (Formula Grants For Technology)
460 Title III (Language Acquisition and English Language Learners)
462 Title VI, Part B, Subpart 2 (Rural and Low-Income School Program)
464 Title VI, Part B, Subpart I (Rural Education and Achievement Program)
466 Title X, Part C (McKinney-Vento Homeless Education Assistance)
468 Violence Prevention
368 Visual Arts Education
080 Visual Impairment
090 Voc. Agriscience and Natural Resources
381 Voc. Arts and Communication Pathway
091 Vocational Business Services
375 Vocational Business, Management, Marketing & Technology Pathway
386 Vocational Child Care
388 Vocational Cosmetology
380 Vocational Engineering, Manufacturing, Industrial, and Technology Pathway
093 Voc. Family and Consumer Sciences

Program Approval Application (continued)

382	Vocational Health Sciences Pathway	092	Vocational Marketing Education
350	Vocational Health Services	089	Vocational Natural Resources and Agriscience Pathway
376	Vocational Hospitality		
384	Vocational Human Services Pathway	094	Vocational Technical
390	Vocational Law Enforcement/Fire Science	392	World Language and Culture
		006	Writing

SCECH LISTING OF COUNTIES AND ISD'S

NUMBER	COUNTY OR ISD	NUMBER	COUNTY OR ISD
03	Allegan County ISD	44	Lapeer ISD
04	Alpena-Montmorency-Alcona ESD	46	Lenawee ISD
08	Barry ISD	47	Livingston ESA
09	Bay-Arenac ISD	50	Macomb ISD
11	Berrien ISD	51	Manistee ISD
12	Branch ISD	52	Marquette-Alger ISD
13	Calhoun ISD	53	Mason-Lake ISD
14	Lewis-Cass ISD	54	Mecosta-Osceola ISD
15	Charlevoix-Emmet ISD	55	Menominee ISD
16	Cheboygan-Otsego-Presque Isle ISD	56	Midland County ISD
17	Eastern UP ISD	58	Monroe ISD
18	Clare-Gladwin ISD	59	Montcalm Area ISD
19	Clinton RESA	61	Muskegon ISD
21	Delta-Schoolcraft ISD	62	Newaygo County RESA
22	Dickinson-Iron ISD	63	Oakland Schools
23	Eaton ISD	64	West Shore ESD / Oceana ISD
25	Genesee ISD	70	Ottawa Area ISD
27	Gogebic-Ontonagon ISD	72	C.O.O.R. ISD
28	Traverse Bay ISD	73	Saginaw ISD
29	Gratiot-Isabella RESD	74	St. Clair RESA
30	Hillsdale ISD	75	St. Joseph ISD
31	Copper County ISD	76	Sanilac ISD
32	Huron ISD	78	Shiawassee RESD
33	Ingham ISD	79	Tuscola ISD
34	Ionia ISD	80	Van Buren ISD
35	Iosco ISD	81	Washtenaw ISD
38	Jackson ISD	82	Wayne Co. RESA
39	Kalamazoo Valley ISD	83	Wexford-Missaukee ISD
41	Kent ISD		

NOTE: Please refer to these county codes when completing SCECH application.

PLEASE COMPLETE THE ENTIRE FORM!

SAVE A COPY OF THIS FORM AND SEND THE ORIGINAL TO YOUR LOCAL SCECH SPONSOR'S COORDINATOR ALONG WITH A DETAILED AGENDA.