

2019-2020 State Continuing Education Clock Hours (SCECH) School Committee Meeting Description

State Continuing Education Clock Hours (SCECHs) 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).

*Individuals who hold the certificates listed below are eligible to use SCECHs for certificate **renewal** in lieu of college course credits. These certificates require renewal every five years. The renewal requirement includes completion of six semester hours of appropriate coursework through an approved institution, 150 SCECHs*, or a combination of both.*

- Professional Education Certificate
- Occupational Education Certificate
- School Psychologist Certificate
- School Guidance Counselor Certificate

PROCEDURES FOR SEEKING SCECHs

1. The total number of school committee meetings is determined by the administrator and committee chairperson but it must meet a **MINIMUM of SIX times** during the school year. The meetings must have a substantive agenda verified through meeting minutes. The candidate seeking credit **must participate in all 6 meetings**. If more than 6 meetings are held, the candidate must participate in at least $\frac{3}{4}$ of the scheduled committee meetings.
2. Committee meetings are best described as curriculum meetings, school improvement meetings and/or professional learning community meetings. Staff meetings or similar events are not considered committee meetings.
3. It is a State Board of Education policy that reduced credit will **not** be issued for less than the required meeting attendance. In other words, candidates must participate in the minimum number of meetings (see #1) to receive the credits. Credits for partial participation will **not** be offered.
4. Attendance must be verified and signed by the Chairperson for each meeting on the document provided by MANS. The Chairperson **must** submit to the MANS SCECH coordinator, no later than 30 calendar days from the end date of the meeting cycle, the complete packet of:
 - Applications for credit (copy provided by MANS office that can be photocopied as needed) from each participant who is seeking SCECHs; signature of the building principal that the individual has successfully completed the professional development assignment (August 15, 2019 - June 30, 2020);
 - Sign in/outs (with **ORIGINAL** signatures of participants); forms must have monitor's signature confirming authenticity of signatures and full attendance at the session;
 - Each meeting agenda and minutes or summary of the meeting session;
 - Evaluation summary;
 - Fee of \$50.00 per person seeking SCECH credit – checks payable to "MANS";
5. Twenty-five (25) SCECHs are available per school year for participants meeting the aforementioned criteria. **A maximum of 75 SCECHs earned in a 5-year period can be used toward certificate renewal.**

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NOTIFICATION OF INTENT TO SEEK SCECHs FOR SCHOOL IMPROVEMENT TEAM FOR 2019-2020 SCHOOL YEAR:

- Please send MANS an "Intent to Participate" notification to slong@m-a-n-s.org. By doing so, MANS will send the appropriate forms and periodic reminders and updates. Please send your intent prior to the first meeting so we can send you the 2019-2020 SCECH forms.

THE REVISED SCHOOL CODE (EXCERPT) Act 451 of 1976

380.1809 Improper use of certain certificates or credentials as misdemeanor; penalties.

(3) In addition to any other penalty provided by law, a person who uses or attempts to use a state board approval that he or she knows is surrendered, suspended, revoked, nullified, fraudulently obtained, altered, or forged, or who uses or attempts to use as his or her own a valid state board approval that he or she knows is issued to another person, to obtain employment in a position requiring a valid state board approval or who remains employed in a position requiring a valid state board approval knowing that he or she does not hold a valid state board approval is guilty of a misdemeanor, punishable as follows: (a) For the first offense, by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both. (b) For a second or subsequent offense, by imprisonment for not less than 93 days or more than 6 months, or a fine of not less than \$500.00 or more than \$1,000.00, or both.

**The current renewal requirement includes completion of six semester hours of appropriate coursework through an approved institution, 150 SCECHs*, or a combination of both.*