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| State Continuing Education Clock Hours (SCECH) Program Application |
| Red asterisk ( \* ) designates a Required field. |
| Program Application Number: |  | Approval Number: |  |
| Date Submitted to Coordinator: |  |

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| --- | --- | --- | --- |
| New Program? | Y / N | Update to an existing program? Approval number: |  |

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| Application Details |
| \*Program Title:  |  |
| Program title should be unique and distinctive. *Maximum of 80 characters/spaces.* |

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| \*Program Format: |  | \*Display in Catalog? | Y / N | At Sponsor location: | Y / N |
| \*Location of Meeting: |  |
| \*Address: |  |
| \*City/State/Zip: |  |
| \*[Program Category](#Category)**\*\*:** |  |
| **\*\*See the list on page 6 of this application. Category MUST be School Counseling for programs offering hours in College, Career, or Military areas.** |
| \*Course Narrative: |  |
| \*Prerequisites/Restrictions: |  |
| (Class or program that must be completed before this program)/(Program restricted to specific school/teaching subject/grade level) Please label responses when other than none. |
| \*Attendance Method / Internal Notes: |  |
| \*Technical Specifications for Virtual/Online Programs |  |
| \*Participation Fee: |  | (Total amount required from participants to attend and earn SCECHs. If amount varies, state variations in Course Narrative) |
| Maximum Contact Hours for Complete Program:  |  |
| * **MOECS allows values starting at two (2) decimal places in quarter hour increments.(ex.1.25)**
* **All programs will offer a range of hours with the minimum at zero “0”**

**Sponsors have the authority to award or deny partial hours for a program. Sponsors will be required to make the decision on a program-by-program basis as to how the hours are awarded. How do you wish the attendance requirements for this program to be:*** **Participants must attend all of the program to receive any hours; or**
* **Participants can earn the hours they attend without participating in the complete program.**
 |
| **If the program is for School Counselor Category per (MCL 380.1233), separate the hours by content area:** |
| Maximum **General** School Counselor Hours: |  |
| Maximum **College** Preparation School Counselor Hours: |  |
| Maximum **Career** Exploration School Counselor Hours: |  |
| Maximum **Military** Options School Counselor Hours: |  |
| * **School Counseling programs - Hours must be offered in at least one (1) type of school counselor area. Leave the areas blank where no hours are being offered.**
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| \*[Program Descriptors](#descriptors):(See page 7) | \*1) |  | 2) |  |

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| IACET Program? | Y / N | \*Required Document File Name: |  |

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| **Program Type** | **Documentation Attachment Required** |
| Internet/Web Based Programs | Topic Description/Schedule |
| College Conversion | College Verification Letter |
| IACET Programs | Original Certificate |
| Military Training  | Training order |
| Individual Professional Activities  | Responses to Questions  |
| National Board for Professional Teaching Standards | NB SCECH Rules |
| Accreditation Review/Site Visit Accreditation Team | Schedule/Visit log |
| State Board Appointed Advisory Committee | Meeting agendas |

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| Program Details |
| How many times will the complete program be offered? |  | (This number will indicate how many Offering lines you use below) |

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| --- | --- | --- | --- |
| Program Offered | \*Start Date | \*End Date | \*County |
| Offering 1 |  |  |  |
| Offering 2 |  |  |  |
| Offering 3 |  |  |  |
| Offering 4 |  |  |  |
| (attach more if needed) |  |  |

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| Contact Details |

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| --- | --- | --- | --- |
| College Conversion: | Y / N | College Name: |  |
| College Contact Phone: |  | College Credits Offered: |  |

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| Program Contact |

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| --- | --- |
| \*Program Contact Name: |  |
| \*Program Contact Phone: |  |
| \*Program Contact Email: |  |
| Program Website: |  |
| Contact Signature(s) |  |
| Originating District: |  |

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| Sponsor Information |
| Program Sponsor: |  |
| Coordinator: |  |
| Assistant Coordinator: |  |

**Information about your program:**

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| 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. |
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**Evaluation Questions**

You have the option to include extra questions to the online Participant Evaluation. Additional questions? 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.

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| **Extra questions to add:** |

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| Question Type |  |
| Question |  |
| Answers if multiple choice: |  |
| Question Type |  |
| Question |  |
| Answers if multiple choice: |  |
| Question Type |  |
| Question |  |
| Answers if multiple choice: |  |
| Question Type |  |
| Question |  |
| Answers if multiple choice: |  |
| Question Type |  |
| Question |  |
| Answers if multiple choice: |  |

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| Presenter Information (Copy as needed) |

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| Presenter Name: |  |
| Presenter Title: |  |
| Company/Institution: |  |
| Expertise/Qualifications related to program/training: |
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| Presenter Name: |  |
| Presenter Title: |  |
| Company/Institution: |  |
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| Expertise/Qualifications related to program/training: |
|  |

**Please complete the entire form**

**Attach the program agenda or required documentation to this application, then submit it to your local SCECH Sponsor’s Coordinator.**

**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

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)

On-Line Courses

PA 25 School Improvement Team

Parent and/or Community Relations (Non-Content)

School Administration (Non-Content)

School Committee

School Counseling

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

238 Accreditation Review/Site Visit Team

239 Administrator/Principal--Mentoring

109 Adult Education

202 Adult Learning Styles

406 Advanced Placement

055 Agriscience and Natural Resources

226 AIDS Education

408 Alternative Education

017 Anthropology

043 Arabic (Modern Standard)

348 Art Education

030 Astronomy

083 Autism Spectrum Disorder

410 Autism/ADD/ADHD

204 Behavior Management Styles

019 Behavioral Studies

302 Bilingual Arabic

304 Bilingual Chaldean

306 Bilingual Chinese

300 Bilingual Education

308 Bilingual Filipino

310 Bilingual French

312 Bilingual German

314 Bilingual Greek

316 Bilingual Hebrew

318 Bilingual Italian

320 Bilingual Japanese

322 Bilingual Korean

324 Bilingual Other

326 Bilingual Polish

328 Bilingual Russian

330 Bilingual Servo-Croatian/Bosnian

332 Bilingual Spanish

334 Bilingual Vietnamese

026 Biology

203 Brain Development Theories

068 Business Administration

066 Business Education

336 Business, Management, Marketing & Technology

340 Career and Technical Education

225 Career Counseling for Students

042 Chaldean

027 Chemistry

219 Child Psychology

394 Chinese (Mandarin)

076 Cognitive Impairment

344 Communication Arts

205 Communication Skills

103 Computer Science

018 Cultural Studies

222 Curriculum Development

063 Dance

206 Discipline in the Classroom

007 Drama

100 Driver and Safety Education

105 Early Childhood Education

029 Earth/Space Science

011 Economics

346 Educational Technology

106 Elementary

079 Emotional Impairment

002 English

050 English as Second Language

102 Environmental Studies

058 Family and Consumer Sciences

059 Fine Arts

036 French

012 Geography

037 German

088 Gifted/Talented

405 Grade Level

396 Greek

354 Guidance and Counseling

060 Health

355 Health, Physical Education, Recreation & Dance

081 Hearing Impairment

398 Hebrew

420 High School Reform

013 History

422 Homeless

231 Human Development/Socialization of

356 Humanities

235 IACET Authorized Training

086 Inclusion

056 Industrial Technology

208 Instruction Theory/Methods

364 Integrated Science

209 Issues Management

400 Italian

041 Japanese

003 Journalism

001 Language Arts

038 Latin

218 Leadership Skills

082 Learning Disabilities

210 Learning Styles

101 Library Media

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 Committee (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 Educ Policy, Admin, Rules, Procedure

085 State Section 31-A (At-Risk Students)

227 Student Dropout Prevention

211 Student Motivation/Theories/Techniques

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 Services)

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 Vocational Agriscience and Natural Resources

381 Vocational 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 Vocational Family and Consumer Sciences

382 Vocational Health Sciences Pathway

350 Vocational Health Services

376 Vocational Hospitality

384 Vocational Human Services Pathway

390 Vocational Law Enforcement/Fire Science

092 Vocational Marketing Education

089 Vocational Natural Resources and Agriscience Pathway

444 Vocational Natural Resources and Agriscience Pathway

094 Vocational Technical

392 World Language and Culture

006 Writing