

2018-2019 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 a minimum of $\frac{3}{4}$ 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 (3/4) 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, 2018 - June 30, 2019);
 - 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;
 - 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 2018-2019 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 2018-2019 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.*

Michigan Association of Non-public Schools
510 S. Capitol Ave.
Lansing, MI 48933-2306

State Continuing Education Clock Hours (SCECH)
25 SCECH (see requirements)
2018-2019 School Committee Meeting #_____
Meeting Date: _____

School: _____ City: _____

The Revised School Code (Excerpt) Act 451 of 1976

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Print Name Clearly

Sign in

Sign out

Print Name Clearly

Sign in

Sign out

Print Name Clearly

Sign in

Sign out

Print Name Clearly

Sign in

Sign out

Print Name Clearly

Sign in

Sign out

Print Name Clearly

Sign in

Sign out

Print Name Clearly

Sign in

Sign out

MONITOR NAME (please print): _____

MONITOR EMAIL: _____

SIGNATURE OF MONITOR: _____

DATE: _____

SCECH PARTICIPANT VERIFICATION FORM FOR PARTICIPATION ON AN APPROVED SCHOOL COMMITTEE

This form must be completed for eligible participants to receive State -Continuing Education Clock Hours (SCECHs) for participation on a School Committee.

*****A maximum of 75 SCECHs earned in this activity in a five-year renewal period can be used toward advanced certificate and/or administrator renewal.** SCECHs are issued for participation in one committee activity only per school year, regardless the number of committees on which a participant serves. Committee work may not be combined.***

A completed copy of this form must be filed with the SCECH sponsor **no more than 30 calendar days after the end of the final committee meeting.**

Fee: \$50.00 for 25 SCECHs – please make checks payable to MANS.

(Type or Print)

Name	
Email Address:	PIC: <i>(Required)</i>
Personal Phone Number	
Name of School Where Assigned	
Number of Meetings Scheduled	Number of Meetings Attended
Beginning Date of Professional Activity	Completion Date of Professional Activity

Participant's Signature

Date

I certify the criteria to receive SCECHs for serving on a School Committee has been met.

Committee Chairperson's Signature

Date

Participant provided with completed copy.

May be filled in by school or MANS Staff:

SCECH Coordinator's Signature: _____

Program Approval Number: _____

25 SCECHs Awarded

Advisory:

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

SCECH Program Participants:

If you will be using SCECHs to renew your certificate/license in the Michigan Online Educator Certification System (MOECS), you will need to locate your Personal Identification Code (PIC) number and place it into your record on the Secure Central Registry (SCR) to have your SCECH credits appear in MOECS.

If you do not have one of the listed certificates/licenses, you will not have a PIC number to put in the Secure Central Registry (SCR) and you DO NOT need to go into MOECS or MEIS. Make sure the question on the first page you see in the SCR after you have logged in is answered NO.

Provisional Certificate
Provisional Temporary Teacher Employment Authorization
Two-Year Extended Provisional Certificate
Professional Education Certificate
Professional Temporary Teacher Employment Authorization
Advanced Professional Education Certificate
Interim Teaching Certificate
School Guidance Counselor License
Preliminary Employment Authorization for School Guidance Counselor
Temporary School Counselor Authorization
Administrator Certification
School Psychologist Certificate
Occupational Certificates

The PIC is used to transfer your SB-CEU/SCECH credits from your SCR account into your MOECS account.

If you use SCECHs to renew your certificate or license, you must have your PIC number in your SCR account. The question then has to be answered Yes.

Personal Information

Are you required to obtain Hours to renew one of the following Michigan Department of Education issued certificates or licenses? Yes No

- Professional Education Teaching certificate
- Occupational education certificate
- School guidance counselor license
- School psychologist certificate
- School administrator certificate

PIC: *Optional* [What's This?](#)

First Name:

LOCATING YOUR PIC NUMBER FOR MICHIGAN EDUCATORS

OBTAINING YOUR PIC NUMBER FROM MOECS

1. Go to the following web site: www.michigan.gov/moecs

http://www.michigan.gov/mde/0,1607,7-140-6530_5683_57223---,00.html

2. Go to the MOECS login page by clicking on the logo at the top of the screen.



3. If you are new to the MOECS system, click on the "Create new Login Name/Password" link. **If you have already updated your MOECS account, skip to #10.***

Michigan.gov Home | MOECS Home & Training | MOECS Support | MDE Home |

MICHIGAN ONLINE EDUCATOR CERTIFICATION SYSTEM

The Michigan Online Educator Certification system (MOECS) is a secure web-based system that allows educators to register and create private accounts and have access to all of their certification data, apply for certificates and endorsements, and renew their certificates. MOECS accepts only credit cards as payment for application services; Visa and Master cards are accepted.

MOECS can be accessed on any computer with internet access and an internet browser.

MOECS users include:

- Individuals who hold a valid or expired Michigan educator certificate.
- Individuals who wish to apply for or update a Michigan educator certificate.
- Michigan local and intermediate school districts/regional education service agencies, charter schools, and nonpublic schools.
- Michigan colleges and universities that have approved educator preparation programs.

To receive authorization to access MOECS:

- Click on the link to create a new login name and password.
- After creating your login name and password, click on the link to return to MOECS.
- Log into MOECS using the login name and password that you created.

PLEASE NOTE: If you already have a Michigan Education Information Systems (MEIS) account, you do not need to create a new login name and password. You can log into MOECS using the login name and password associated with your MEIS account.

MOECS Login

Login Name

Password

[I forgot my Login Name](#)

[I forgot my Password](#)

[Create new Login Name / Password](#)

4. Follow the instructions and provide the required information to create your login name and password.
5. Print the confirmation page that contains your login name, password, and Michigan Education Information Systems (MEIS) account number.
6. Click on the link to return to MOECS.
7. Log into MOECS using the login name and password that you created.

8. Once you have successfully self-registered in MOECS, you will be sent an e-mail that contains a link to activate your account.
9. Click on that link and the MOECS login screen will appear.
10. ***Log into MOECS, using the login name and password you previously created.**
11. Update and save your demographic information, then refer to the left navigation menus on the screen.
12. Select "Manage Demographics" from the left navigation menus.
13. PIC numbers are listed above the "Education History" section.
14. After locating your PIC number, log into your Secure Central Registry (SCR) account at:
www.getmipd.com
15. The first screen you will see after logging into the SCR is the Personal Information Screen.

MICHIGAN
Department of
Education

MDE - Office of Professional Preparation Services

Personal Information

Please review your personal information below. Update any incorrect information and add any missing information. When you are done reviewing and/or updating, click Save and Continue at the bottom of this page to proceed to the next screen.

Are you required to obtain Hours to renew one of the following Michigan Department of Education issued certificates or licenses? Yes No

- Professional Education Teaching certificate
- Occupational education certificate
- School guidance counselor license
- School psychologist certificate
- School administrator certificate

PIC: *Optional* [What's This?](#)

First Name:

Middle Name: *Optional*

Last Name:

16. On this screen, make sure you have answered the first question Yes, then fill in the first blank with the PIC number you found in your MOECS account.
17. After adding your PIC number, check the rest of your personal information for accuracy and make sure to click on the "Save and Continue" at the bottom of the screen.

The image shows a registration form with the following fields and options:

- Employment Status:** Make Selection (dropdown menu)
- Grade:** Make Selection (dropdown menu)
- Years in Current Position:** 0 (dropdown menu)
- Security Question:** Make Selection (dropdown menu)
- Security Answer:** (text input field)
- Certificate Expiration Date:** (calendar icon) This doesn't apply to me.

At the bottom of the form, there are two buttons: "Save and Continue" (which is circled in red) and "Clear".

18. Your SCECHs that are in the SCR will now be transferred into your MOECS account within 3-4 days. If your records have not shown up in MOECS after 4 days, please contact the Office of Professional Preparation Services at 517-241-4928.

*Educators only need to create a login name, password and self-register in MOECS the *first* time they use the system. Once an educator has created a password, login name and self-registered in MOECS, he/she can log into MOECS at any time to apply for a certificate, renewal, additional endorsement, or duplicate certificate, update demographic information, check the status of an application, etc.