

## 2017-2018 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, 2017 - June 30, 2018);
  - 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 2017-2018 SCHOOL YEAR:**

- Please send MANS an "Intent to Participate" notification to [slong@m-a-n-s.org](mailto: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 2017-2018 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.*