

# **Using State Continuing Education Clock Hours (SCECH) for Certificate Advancement or Renewal**

## **What are State Continuing Education Clock Hours?**

State Continuing Education Clock Hours (SCECHs) were formerly referred to as State Board Continuing Education Units (SB-CEUs). The change in designation provides a more accurate description of the process for the approval of programs eligible to offer SCECHs. In the past, designated SB-CEUs did not require prior approval by the State Board to be offered. The State Board had previously approved the process used for approving and awarding SB-CEUs, but not each offering. The SCECHs are typically provided for participating in workshops, in-service, trainings and conferences where the activity has had prior approval. Previously the amount of time allocated for the activity was equated to SB-CEUs where 10 hours of participation resulted in 1 SB-CEU. Under the revisions the SCECHs will now equate directly to hours of participation, so 10 clock hours are equated to 10 SCECHs.

## **What is the significance of SCECHs?**

State Continuing Education Clock Hours may now be used to renew a teaching certificate as well as other certificates and licenses just as the SB-CEUs were formerly eligible for use. It will be easier to track SCECHs and combine them with other available options for meeting the continuing education requirement. While SCECHs may be combined with college semester credit and/or district provided professional development hours, it will remain necessary to equate a one semester hour class to 30 SCECHs. A three semester hour course would equate to 90 SCECHs. The SCECHs equate to district provided professional development as one for one, so 10 SCECHs equate to 10 DPPD for the purpose of tracking total time.

Only approved SCECHs may be used for the renewal of a certificate or license. Generic CEUs cannot be used for the renewal of a certificate or license, unless prior approval by the state has been received to convert the participation time into SCECHs, or the approval has been granted from the International Association for Continuing Education and Training. Certain other national organizations representing specific groups of educators also have agreement with the Michigan Department of Education for any training offered by the organization to be used for renewal of a certificate or license. You will need to consult MDE for specific agreement.

## **May school psychologists, licensed school counselors, and licensed speech and hearing pathologists use SCECHs?**

A school psychologist, licensed school counselor, and licensed speech and hearing pathologist may use SCECHs for the renewal of a certificate or license. However, these school support personnel **MAY NOT** use district provided professional development time to renew a certificate or license since the rules regulating these individuals were not revised. In such cases, the individuals are required to either earn an additional 6 semester credits; 180 SCECHs; or a combination of the two for the renewal of a certificate or license. Additionally, school psychologists may be required to provide evidence that the continuing education received relates directly to the individual's position as a school psychologist.

### Who can offer SCECHs?

Only approved sponsors may apply to the Michigan Department of Education, at least 30 days prior to the event, for authorization to offer training and/or conferences for SCECHs. An approved sponsor may be in any one of the following six categories:

1. Michigan accredited colleges and universities
2. Michigan institutions approved by the State Board of Education to prepare Michigan teachers
3. Michigan accredited community colleges
4. The Michigan Department of Education
5. Michigan school districts (both local and intermediate) as well as private schools
6. Local, state, and national (with state or local chapter) professional education organizations

A list of professional development programs and activities approved for SCECH credit is available online at [www.solutionwhere.com/mi\\_sbceu/main.asp](http://www.solutionwhere.com/mi_sbceu/main.asp).

### Who maintains the SCECH records?

Both the approved SCECH sponsor and the individual are responsible for record keeping. The sponsors are required to collect and maintain records of all eligible participants who request SCECH credit.

Participants are responsible for maintaining certificates of completion for all SB-CEU programs for which credit was granted prior to January 1, 2010. If the participant loses the certificate of completion for a given program, it is his/her responsibility to remember which sponsor coordinated the training, so the participant can request from the sponsor a copy of his/her transcript.

All SB-CEUs for which credit was granted after January 1, 2010, are housed in the Secure Central Registry. You can create or review your account, access and complete an evaluation, and view awarded SB-CEUs on an Unofficial Transcript online at [www.solutionwhere.com/mi\\_sbceu/welcome.asp](http://www.solutionwhere.com/mi_sbceu/welcome.asp).

### What activities are eligible to receive SCECH credit?

- Traditional Workshops
- Seminars
- Conferences
- Serving as a Mentor Teacher\*
- Serving as a Supervising Teacher\*
- Serving on a State Board Appointed Advisory Committee
- Serving on a School or School District, School Improvement Team\*
- Participating on an Accreditation Review and Site Visit Team
- Completing the Portfolio Component of the National Board for Professional Teaching Standards (9 SB-CEUs)
- Completing the Assessment Center portion of the National Board Certification process (9 SB-CEUs)
- Serving as a Supervising School Counselor/Psychologist in a required practicum/internship\*

For details on SCECH credit for these activities, noted by the asterisk (\*), contact the SCECH coordinator of your school district, if your school district is an approved SCECH sponsor, or the SCECH coordinator of the ISD (Intermediate School District) for your county.

NOTE: SCECHs may not be awarded retroactively.

### What is the application process for renewing an advanced level certificate?

The Michigan Department of Education now only accepts online applications for a teaching certificate through the Michigan Online Educator Certification System (MOECS). An applicant must first establish an account with the Michigan Education Information System ([www.michigan.gov/meis](http://www.michigan.gov/meis)) before accessing the MOECS at [www.michigan.gov/moecs](http://www.michigan.gov/moecs). Once the application has been completed the applicant may now pay the fee online using a credit card (VISA, MasterCard, or Discover). Fee payments are only accepted by using a credit card and e-checks may not be used. If you do not have a credit card you will need to obtain a pre-paid card to use during the application process. Please note that you only need to create a MEIS account once so be sure to remember your user name and password for future use.

**Is the advanced certificate valid for five years from the day of issuance?**

Certificates expire on June 30 of the given year. The expiration year of the initial Professional Education Certificate and the Occupational Education Certificate shall be determined as follows:

1. Certificates issued on January 1 or later expire five years from June 30 of the year of issuance.
2. Certificates issued beginning July 1 expire five years from June 30 of that year.

**May renewal credit be taken at any time?**

Semester hours and/or SCECHs for renewal purposes must be completed after the issuance of the certificate that is being renewed and within a five-year period **before application** for the renewal.