

**Michigan Department of Education  
Office of Professional Preparation Services**

**Overview of the  
State Continuing Education Clock Hour Program**

**What are SCECHs?**

State Continuing Education Clock Hours (SCECHs) programs are State approved activities used for renewal of certificates/licenses issued by the Michigan Department of Education (MDE). SCECHs are earned by attending programs offered by schools, colleges, and educational associations that follow MDE's quality professional development criteria. SCECHs reflect the total number of instructional hours in a program.

**Participation Requirement**

Participants must have 100% attendance at offerings. Verification of attendance is required and participants must comply with the program's attendance method and complete an online evaluation of all offerings. Failure of a participant to fulfill the requirements will result in no SCECHs being awarded for that offering.

**Non-Traditional Activities**

Non-Traditional professional development activities, such as those listed below, are also eligible to receive SCECH credit, **if prior approval is received. To receive SCECH credit for these Non-Traditional programs, you MUST contact your local SCECH Sponsor when starting the assignment for qualification instructions and validation forms required.** Credit can only be earned by filing the appropriate paperwork within 30 days after the assignment.

**Note: The activities below may only be earned a maximum of three times in a certificate renewal period toward certificate renewal.**

- Supervision of Student Teacher/Teacher Intern (one placement period of not less than eight weeks)
- Supervision of School Counselor Internship (one placement period of not less than eight weeks)
- Supervision of School Psychologist Required Practicum/Internship (one placement period of not less than eight weeks)
- Supervision of Pre-Teaching/Mid-tier Student/Pre-Service Student (earn up to 15 hours by logging actual supervision time)
- New Teacher Mentor (at least a full semester of an academic year)
- School Counselor Mentor (at least a full semester of an academic year)
- School Psychologist Mentor (at least a full semester of an academic year)
- New Principal/Administrator Mentor (at least a full academic year)
- Serving on an approved accreditation review and/or site visit team (contact approved accrediting organization)
- K-12 School Improvement Team (at least a full academic year)
- School Committee Meetings (at least a full academic year)
- MDE Committees (at least a full academic year)

### **Other Activities**

**To receive SCECH credit for the following programs you MUST contact your local SCECH Sponsor 45 days before starting the assignment for qualifications, instructions, and validation forms required. Credit can only be earned by filing the appropriate paperwork.** Please contact your SCECH sponsor with specific questions.

- Military Training
- Individual Professional Activities – Adjunct/guest teaching in an *advanced* degree college or university
- National Board Certification from the National Board for Professional Teaching Standards

### **Approved Sponsors and Approved SCECH Offerings**

Only approved sponsors may apply directly to the MDE for approval to offer training and/or conferences for SCECHs.

Currently approved SCECH offerings can be sorted by date, by category (content area), and by Sponsor. Click on the title of the offering to view the narrative, number of SCECHs to be awarded, offering dates, and the SCECH sponsor of the offering.

Individuals and private vendors may not submit SCECH program approval applications directly to the MDE. They may, however, have their program approved through an approved sponsor. This is accomplished by providing the approved SCECH sponsor with a detailed agenda **at least 45 days prior to the start date of the offering.**

The SCECH Sponsor will calculate eligible contact hours, submit an application to the MDE for approval, and provide the individual or private vendor with the requirements from that point forward.

### **Significance of SCECHs**

Generic CEUs cannot be used toward renewal of MDE issued certificates/licenses. Only state approved SCECH training counts toward certificate renewal. Training programs and/or conferences sponsored by an authorized provider of the International Association for Continuing Education and Training (IACET) are eligible for SCECHs via collaborative agreements between the MDE, Office of Professional Preparation Services and IACET.

### **SCECH Record Responsibility**

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 are awarded SCECH credit for 7 years after the end date of a program.

**Please contact your local SCECH Coordinator with questions about specific offerings.**

For general information about the SCECH system, please contact the SCECH Program Administrator at [SCECH@michigan.gov](mailto:SCECH@michigan.gov) or 517-241-4928.