



Macomb Intermediate School District
Leadership, Service & Support in Education

State Continuing Education Clock Hours (SCECH)

UPDATED MAY 25, 2016

[MOECS USERS - CLICK HERE](#)
[PIC - PERSONAL IDENTIFICATION CODE](#)
[QUICK LINKS](#)
[CERTIFICATE RENEWAL](#)

The **Michigan Online Educator Certification System (MOECS)** is a secure web based application. Educators use MOECS to apply for certificates, renewals, duplicate certificates and pay certification fees using a credit card. They also upload their District Provided Professional Development, or DPPD (more information on DPPD is below). MOECS also has a separate location on your account to record the college credits you have earned. After you have entered MOECS and updated your profile, there will be a menu button that says "ADD COLLEGE CREDITS". This also applies to DPPD.

To renew a certificate, you need 150 SCECHs or 6 university credits or a combination of both (one university credit equals twenty five SCECHs). You can only renew your certificate between January 1st and June 30th of the year it expires. The website is www.michigan.gov/moeecs.

IMPORTANT: If you do not have the required number of SCECHs/Credits/DPPD, you will not be able to renew your certificate.

The Office of Professional Preparation Services (OPPS) no longer sends educator certificates. Educators print out their own certificate from their MOECS account. The certificate requires notarization and it's recommended that you print out additional copies, one for your Human Resources department and additional copies for your records.

SCECHs Overview

State Continuing Education Clock hours, or *SCECHs*, are used as an alternative to renewing an educator certificate. SCECHs are now awarded through the Michigan Online Educator Certification System (MOECS) and an online evaluation is required. The website is www.michigan.gov/moeecs

Individuals who hold the following certificates are eligible to use SCECHs for renewal:

- Professional Education Certificate
- Occupational Certificate
- School Psychologist Certificate
- School Counselor License
- School Administrator
- *Progressing* from a PROVISIONAL to a PROFESSIONAL Certificate (However, those holding provisional certificates cannot renew their provisional certificate using SCECHs)

(Social Workers in Michigan *cannot* use SCECHs for license renewal)

The above certificates require annual renewal every five years. To renew, the participant must earn 150 SCECHs or 6 university credits or a combination of both (one university credit equals 25 SCECHs).

Once the SCECHs are uploaded, participants will receive an email directing them to the web address, www.michigan.gov/moeecs to review their personal account and complete the evaluation. After completion of the evaluation, SCECHs will be awarded and listed on an unofficial transcript.

Participants have 30 days *after* the program is uploaded to complete the personal account and evaluation. If not completed within 30 days, the program will close and you will forfeit the SCECHs for that program.

The Office of Professional Preparation Services (OPPS) no longer sends educator certificates. Educators print out their certificates from their MOECS account. The certificate requires notarization for validation.

You can also like the Facebook page for updates at <https://www.facebook.com/MIEducator>

DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT (DPPD)

MDE CHANGES FOR DPPD

As of May 14, 2015, the District Provided Professional Development (DPPD) hours can now be used to renew or advance the following certificates or licenses:

- Professional Education Certificate

- Occupational Education Certificate
- School Administrator Certificate
- School Counselor License
- School Psychologist Certificate
- *Progressing* from a PROVISIONAL to a PROFESSIONAL Certificate (However, those holding provisional certificates cannot renew their provisional certificate using SCECHs)

Due to a recent reinterpretation of MCL 380.1527, the Office of Professional Preparation Services (OPPS) has determined that the license or certificate is no longer relevant to the use of DPPD for certificate progression or renewal, however, as with all DPPD, the following conditions must be met and verified for the professional development to count as DPPD:

(a) The DPPD is appropriate to the grade level/s and endorsement area/s for which the educator is certified; and

(b) The school agrees to submit to all auditing and documentation requirements established by OPPS.

OPPS Does not determine whether an educator's professional development may count as DPPD; the employing school district provides verification that it meets the criteria. For this reason, **before** an educator uses the professional development for certificate/license progression or renewal, the employing school administrator/administration must have followed the steps indicated on the **District Provided Professional Development (DPPD) Record for Certificate Renewal or Progression to a Professional Education Certificate**:

http://www.michigan.gov/documents/mde/DPPD_ADDENDUM_7_387885_7.doc

Educators and districts may also find the following documents

helpful: http://www.michigan.gov/documents/mde/DPPD_QA_Eblast_Attachment_2014-8-5_465611_7.pdf

Directions for Logging your District Provided Professional Development in the Michigan Online Educator Certification System:

http://www.michigan.gov/documents/mde/Logging_your_DPPD_into_MOECS_Eblast_Attachment_2014-8-5_465612_7.pdf

Questions can be directed to the OPPS technical support staff at 517/373-3310 or MOECSsupport@michigan.gov

INSTRUCTIONS:

1. Enter each program, including category and hours of training into the Michigan Online Educator Certification System (MOECS) account (www.michigan.gov/moeecs) under the "ADD DPPD" tab.

2. MOECS will not allow more than eight (8) hours to be entered for a single calendar date. Each calendar date should be listed separately. DPPD hours should not include travel time or lunch breaks.
3. Print the list of DPPD hours added to your MOECS account at the end of the school year.
4. Complete your section of the form (found here <https://mdoe.state.mi.us/MOECS/Forms.aspx>, *District Provided Professional Development for Certificate Renewal*) and have your Principal/District Designee for required verification and signature (one list per school year). ***This form will change periodically so be sure you download the most current.***
5. Keep signed form for records and audit by the Michigan Department of Education, if requested.
6. If, for any reason, the Principal/District Designee will NOT sign the form to verify any hours, delete them from your MOECS account.

[Click here for all Professional Development Annual Reporting Forms](#)

Link to MDE's site: http://www.michigan.gov/mde,1607,7-140-6530_5683_14795-219674--,00.html

[Click here to read the memo from MDE regarding DPPD, June 6, 2013](#)

IMPORTANT:

Charter school teachers can use DPPD to renew or progress to a professional teaching certificate. The DPPD must be entered into MOECS and the appropriate form/s must be completed.

Substitute Teachers must contact their school district to see if that district allows them to receive DPPD.

The district is required to offer DPPD at least five (5) dates and at least thirty (30) hours annually. Districts may provide make-up days, but are not required to by law. There is no limitation restricting the use of DPPD for renewal/progression of a certificate to a maximum of thirty (30) hours per school year. Teachers need a total of 150 professional learning hours to renew/progress. Professional learning hours include:

- DPPD
- College Credit (1 semester hour equates to 25 professional learning hours)
- State Continuing Education Clock Hours (SCECHs)

NON-TRADITIONAL ACTIVITIES

SCECHs for these activities are only available to Macomb County educators

PLEASE READ CAREFULLY

- **Student Teacher/Intern** and **Teacher Mentor** assignments have been approved for twenty five State Continuing Education Clock Hours (SCECHs) per semester (January to June is the Spring Semester, September to December is the Fall Semester).
- Only one activity per participant is eligible.
- Spring semester paperwork can be returned in June *but will not be uploaded until after June 30 but before July 31 of current year.*
- Fall semester paperwork can be returned in November but *will not be uploaded until December 31 but before January 31 of current year.*
- Paperwork received late will be returned as ineligible.
- The total an individual can earn over the five year renewal period is 75 SCECHs per activity.
- **School Improvement Teams** and **Committee meetings** are year long assignments, earning twenty five State Continuing Education Clock Hours (SCECHs) during the year.
- Only one activity per participant is eligible.
- Paperwork can be returned in June *but will not be uploaded until after June 30 but before July 31 of current year.*
- Paperwork received late will be returned as ineligible.
- The total in individual can earn over the five year renewal period is now 75 SCECHs per activity.

Participants cannot earn more than 75 State Continuing Education Clock Hours (SCECHs) in any one category during a five year period.

This means you can submit paperwork for three School Committees within a five year period, three School Improvement Teams within a five year period and mentor or supervise one teacher three times within a five year period.

IMPORTANT: Outdated or incorrect paperwork will be returned, resulting in delays or forfeiture of SCECHs for the activity.

- [Instructions \(qualifications\)](#)
 - [Mentor teacher / supervising teacher verification form](#)
 - [School improvement verification form](#)
 - [Committee meeting verification form](#)
-

ATTENDANCE REQUIREMENT

For participants to earn State Continuing Education Clock Hours (SCECHs), they must attend the entire program as required by the Michigan Department of Education (MDE). This means attending all sessions according to the approved schedule including arriving on time and remaining for the duration of each session. The MDE and the Macomb ISD review all programs and monitor attendance. Program planners determine the method for documenting attendance. It is the responsibility of each participant that their attendance has been documented. Failure to comply with program requirements, including attendance, will result in disallowance of SCECH credit.

CLARIFICATION OF ATTENDANCE PROCESS (12/2/2014) Letter from Ms. Leah Breen

Certificate holders should be aware that it is illegal to use fraudulent supporting documentation to renew or progress a certificate. Specifically, Michigan Compiled Law (MCL) Section 380.1809 states:

- In addition to any other penalty provided by law, a person who uses or attempts to use a teaching certificate (or school administrator's certificate) 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 valid teaching certificate that he or she knows is issued to another person, to obtain employment in a position requiring a valid teaching certificate or who remains employed in a position requiring a valid teaching certificate knowing that he or she does not hold a valid teaching certificate is guilty of a misdemeanor, punishable as follows:
 - For the first offense, by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.
 - 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, or both.

MCL Section 380.1809 (5) also states: "The state board may refuse to issue or renew a teaching certificate, school administrator's certificate, or state board approval, or refuse to issue an endorsement for a teaching certificate or school administrator's certificate, to a person convicted of a violation of this section." MCL Section 388.994 transfers this authority to the superintendent of public instruction.

Renewed or progressed certificates that are issued to individuals based upon the submission of inaccurate, incomplete, or fraudulent documentation of coursework, experience, or continuing education are considered to be fraudulently obtained.

It is of the utmost importance that educators understand the requirements for renewing or progressing a certificate. If, in the course of an audit, there is suspicion that the certificate has been obtained using questionable or fraudulent documentation, OPPS will initiate an investigation into the matter.

KEY

DPPD	District Provided Professional Development
MDE	Michigan Department of Education
MIES	Michigan Education Information System
MISD	Macomb Intermediate School District
MOECS	Michigan Online Educator Certification System
OPPS	Office of Professional Preparation Services
PIC	Personal Identification Code
SCECHs	State Continuing Education Clock Hours

~~~~~

## Deborah Forton Coordinator

State Continuing Education Clock Hours (SCECHs)  
Social Worker Continuing Education (SWCE)

Macomb Intermediate School District  
44001 Garfield Road  
Clinton Township, MI 48038-1100

Phone: 586/228-3509 / Fax: 586/286-2809 / [dforton@misd.net](mailto:dforton@misd.net)

## TECHNOLOGY

- [Data Director](#)
- [MOST/Blackboard](#)
- [PowerSchool](#)
- [myinfo](#)
- [TIENet](#)

## EMAIL

- [Contact Us](#)
- [email:Apollo](#)
- [Exchange 2010](#)

## RESOURCES

- [AT Lending Library](#)
- [Attendance Brochure](#)
- [Medicaid](#)
- [Right Connection](#)

Copyright © 2015 Macomb Intermediate School District  
Michigan Web Design by Boxcar Studio