



# Program **Agenda (Example)** for State Continuing Education Clock Hours (SCECHs)

★ = Required Field

| ★ Program Information   |                     |  |                                     |   |  |  |
|---|---------------------|--|-------------------------------------|---|--|--|
| Program Title   |                     |  | Beginning Date                      |   | Ending Date  |  |
| SCECH Application & Agenda Example  |                     |  | 4/30/2020                           |   | 5/15/2020  |  |
| ★ Event Location  |                     |  |                                     |   |  |  |
| School/Business Name:   |                     | Monroe County ISD  |                                     | Address, City, State Zip: 1101 S. Raisinville Rd., Monroe, MI 48161 |  |  |
| Agenda Information  |                     |  | Agenda (Day 1) – ★ Date: 04.30.2020 |   |  |  |
| <p>Please complete the agenda information, using the following guidelines:</p> <ul style="list-style-type: none"> <li>If the agenda includes activities that total an uneven number of hours, you may include those partial hours rounding down to the nearest quarter hour. To figure out what that partial hour equals in hundredths, take the minutes over the full hours divided by 60. <b>Example:</b> A meeting that lasts 2 hours and 20 minutes: <math>20 \div 60 = .33</math> (round down to the nearest quarter hour.) That meeting would be worth 2.25 Total Contact Hours/SCECHs.</li> <li>When calculating clock hours, do not count times on the agenda for: welcome, housekeeping, break, lunch (must deduct a minimum of 30 minutes), or working lunch.</li> </ul> <p>The agenda must show specific training subjects. It must also include break times (10-15 minutes for every 2.5 hours of instruction) and meal break(s) (full day sessions should include a 30-60 minute for lunch).</p> |                     |  | ★ Clock Hours                       | ★ Time  | ★ Agenda Topic   |  |
|   |                     |  | 2                                   | 8:00 am – 10:00 am  | Discuss which documents are needed and timeframes to turn them in.                                 |  |
|   |                     |  | 0                                   | 10:00 am – 10:15 am   | Break  |  |
|   |                     |  | 1.25                                | 10:15 am – 11:30 am   | Instruction on where to find the documents on the website.   |  |
|   |                     |  | 0                                   | 11:30 am – 12:00 pm   | Lunch  |  |
|   |                     |  | 2                                   | 12:00 pm – 2:00 pm  | Instruction on how to download and save the documents.   |  |
|   |                     |  | 0                                   | 2:00 pm – 2:15 pm   | Break  |  |
|   |                     |  | 1.25                                | 2:15 pm – 3:00 pm   | Filling out forms and who to send them to.   |  |
| ★ Total Clock Hours for Day 1 = 6.5   |                     |  | Agenda (Day 2) – ★ Date: 05.15.2020 |   |  |  |
| ★ Clock Hours   | ★ Time              | ★ Agenda Topic   | ★ Clock Hours                       | ★ Time  | ★ Agenda Topic   |  |
| 2   | 8:00 am – 10:00 am  | What happens once forms are turned in.                       |                                     |   |  |  |
| 0   | 10:00 am – 10:15 am | Break  |                                     |   | Please Note: If the program is more than 3 days, please fill out another Agenda as a continuation. |  |
| 1.25  | 10:15 am – 11:30 am | State approval and Wisdomwhere session information.          |                                     |   |  |  |
| 0   | 11:30 am – 12:00 pm | Lunch  |                                     |   |  |  |
| 2   | 12:00 pm – 2:00 pm  | WW registrations and receiving sign-in sheets & SCECH forms. |                                     |   |  |  |
| 0   | 2:00 pm – 2:15 pm   | Break  |                                     |   |  |  |
| 1.25  | 2:15 pm – 3:00 pm   | SCECH form for completed registrants.                        |                                     |   |  |  |
| ★ Total Clock Hours for Day 2 = 6.5   |                     |  | ★ Total Clock Hours for Day 3 =     |   |  |  |
| ★ TOTAL Contact Hours (SCECHs) for this Program = 13  |                     |  |                                     |   |  |  |
| Maximum number of hours available - Actual time used for instruction. Do NOT count welcome, breaks, lunch, dinner speeches, homework, preparation time, registration, or similar non-instructional activities.  |                     |  |                                     |   |  |  |

**Submission**

Please return this agenda to Jacqueline Seitz at [Jacqueline.Seitz@monroeid.us](mailto:Jacqueline.Seitz@monroeid.us) at the MCISD no less than 45 days prior to the first day of the program.

**Questions?**

Contact Jacqueline Seitz 734.322.2711 for questions.

**Advisory:**

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