

SCECH Application & Agenda Process

Please follow these instructions below to help with the SCECH application & agenda process:

- 1) Open this [SCECH link](#), which will take you to the SCECHs webpage, where you can find the new SCECH Program Application with additional Wisdomwhere Info & the SCECH Program Agenda. **The agenda must be submitted with the SCECH application.** *If this link does not work, go to monroeisd.us and type SCECH in the Search box in the upper right-hand corner of the Monroe ISD homepage.*



Monroe County Intermediate School District



Quicklinks ▾

SCECH



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SCECHs and Social Work CECs

SCECHs: State Continuing Education Clock Hours

State Continuing Education Clock Hours (SCECHs) are State Board approved inservice, workshop, training, or conference credits that are used for the renewal of selected certificates issued by the Michigan Department of Education (MDE) and for meeting the continuing education requirement for school administrators.

SCECH Application

[SCECH Program Application](#) (with additional WW info)

[SCECH Program Agenda](#)

SCECH Session Overview

[Session Overview](#)

Who Needs SCECHs?

DEPARTMENTS

[Buildings, Grounds, & Transportation](#)

[Business & Administrative Services](#)

[Communications](#)

[Court Appointed Special Advocates \(CASA\)](#)

[Curriculum & Instruction](#)

[Atlas Curriculum Management](#)

[Career and Technical Education](#)

[Curriculum & Instruction Staff](#)

[Instructional Services](#)

[Monroe County Middle College](#)

[Professional Learning Services](#)

[Educators Professional Development](#)

[Countywide Inservice](#)

[SCECHs and Social Work CECs](#)

[School Employee ID Request Form](#)

- 2) **Download the SCECH Program Application and save it as a pdf/Adobe Acrobat.**

2019_scech_program_application_-_with_additional_ww_info.pdf 1 / 6

MICHIGAN Department of Education

State Continuing Education Clock Hours (SCECH) Program Application

Red asterisk (*) designates a Required field.

Program Application Number:	<small>Coordinator Use Only</small>	Approval Number:	<small>Coordinator Use Only</small>
Date Submitted to Coordinator:			
New Program? <input type="checkbox"/> Yes	Update to an existing program? <input type="checkbox"/>	Approval number:	

Application Details

* Program Title:
Program title should be unique and distinctive. Maximum of 80 characters/spaces.

* Program Format: Choose One * Display in Catalog? Choose At Sponsor location: Yes

* Location of Meeting:

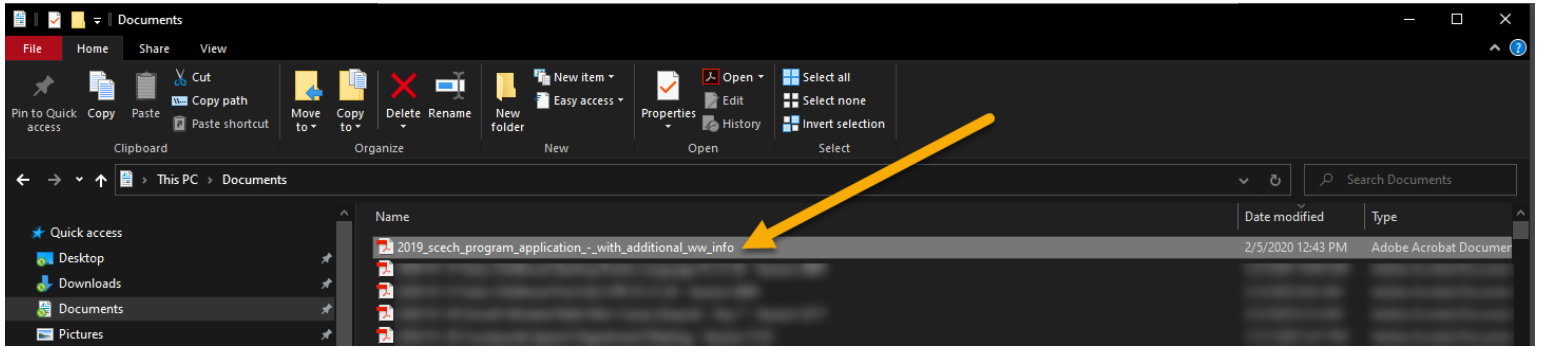
* Address:

* City/State/Zip:

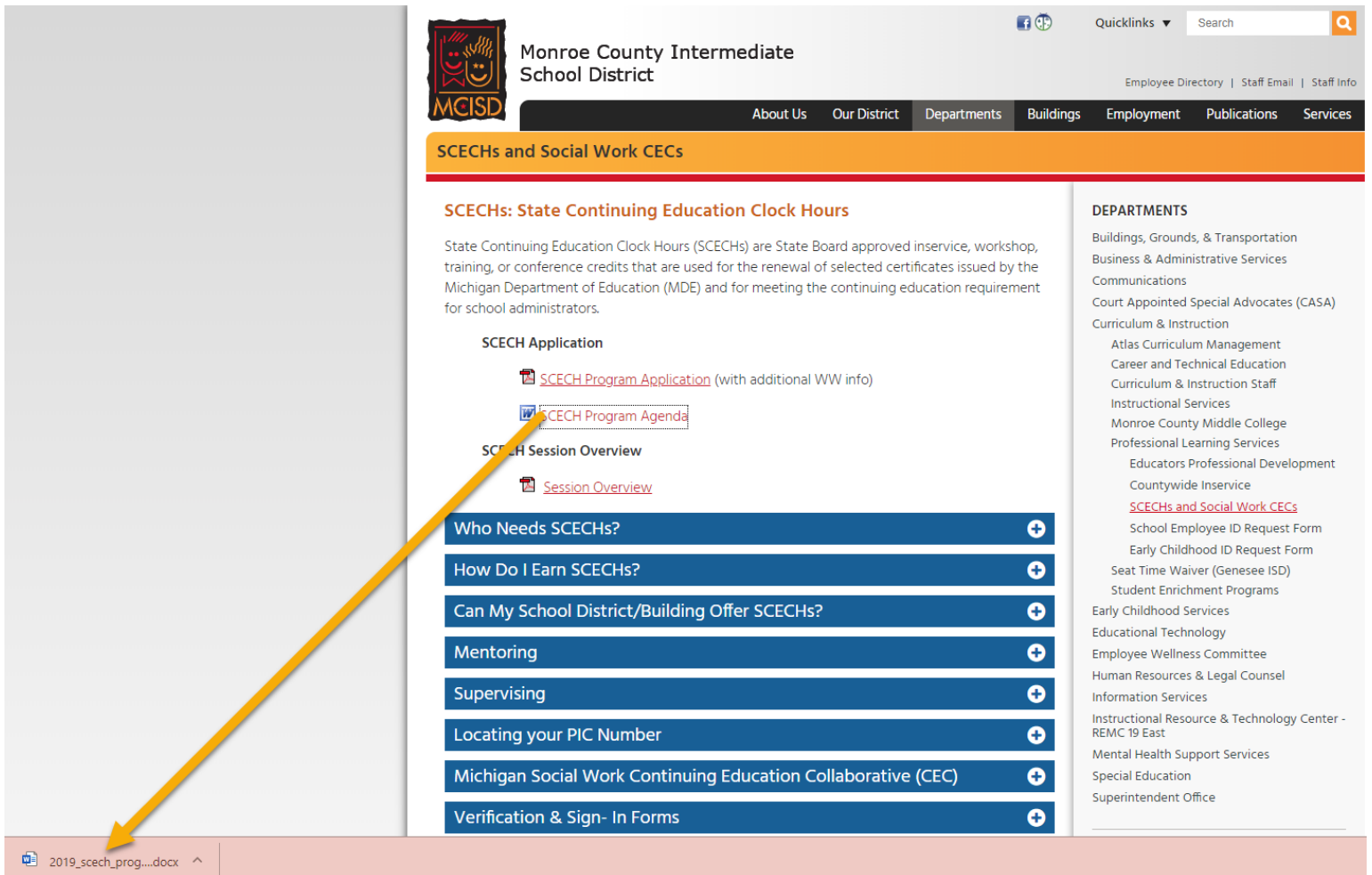
* Program Category**: Select One

**Category MUST be School Counseling for programs offering hours in College, Career, or Military areas.

3) Open File Explorer to find the downloaded document and **open with Adobe Acrobat**.



- 4) Fill out the application, making sure to **eSign Page 3** within the Contact Signature field and **fill out Page 6**, which is the additional information needed to create a session on Wisdomwhere (WW) in order to track attendance.
- 5) Save the document.
- 6) **Download the SCECH Program Agenda** and fill out all fields.



- 7) **Save** the document.
- 8) **Send both documents** (SCECH Program Application & SCECH Program Agenda) to jacqueline.seitz@monroeisd.us **no less than 45 days** prior to the first day of the program.

Please see the following page to see what happens once the SCECH program is approved by the MDE.

After SCECH Program is Approved by the Michigan Department of Education (MDE)

Communication of Approved SCECH Program Information

- An email will be sent to the program contact via the email address provided on the application, stating the program has been approved by MDE.
- The email will also provide the Wisdomwhere (WW) session information, along with a direct link to the session, for the program contact to review and send out to potential registrants.
- If the program is located on the **MCISD Campus**, there will be a folder created with the WW attendance sheets, SCECH forms, and evaluation forms, **the day before the session**. The folder can be found at the **front desk of the MCISD Professional Development Center**.

If the program is **off-site**, the WW attendance sheets & SCECH forms will be **emailed** to the **program contact** via the email address provided on the application, **no later than 2 days before the session starts**.

****Important Action Required****

Required Documentation for SCECH Credit

- During the session, the **Monitor** is responsible for making sure **everyone signs in & out** on the WW attendance sheets. The SCECH forms are to be handed out **at the end of the session** to the participants that stayed for **the entire session**.
- At the end of the session, the **Monitor is responsible** for verifying the participants' attendance **by signing the Monitor signature line** on the WW attendance sheet. Please make sure the sign-in & sign-out times are completed for each participant. **Participants must sign in & out.**
- The **original completed WW attendance sheets & SCECH forms** are to be sent to MCISD via interoffice mail or dropped off at the front desk of the Professional Development Center, Attn: Jacqueline Seitz.

Checklist for SCECH Credit

Attendance Sheets

- Attendance sheet signed by each participant
- Each participant signed in & out on the attendance sheet
- Monitor signature line signed

SCECH Forms

- Each participant receives a SCECH form, if attended entire session
- Each participant fills out the SCECH form, including PIC #, and gives back to the Monitor

Monitor Note for SCECH Documentation

- All of the ORIGINAL documents (Attendance Sheets & SCECH Forms) must be completely filled out, signed, and returned to the ISD no later than 10 days after the day of the session.***

****Reminders will NOT be sent out asking for the completed documents. ****

If you have any further questions, please contact Jacqueline Seitz at 734.322.2711 or jacqueline.seitz@monroeisd.us.