

Applying for State Continuing Education Clock Hours (SCECHs)

General Information and Application Requirements:

1. Read everything thoroughly – contact the Professional Development Partnership Office (PDP) with questions.
2. Applications for SCECHs must be submitted to the PDP office at least 45 days prior to the program's start date.
3. Your submission must include
 - a. Application
 - b. Detailed Agenda
 - ✓ Title of program
 - ✓ Date of program
 - ✓ Clearly defined timeframes of each section, including meals and breaks
 - ✓ Topics
 - c. Learning Outcomes/Objectives
 - d. Presenter(s) Bio(s)/Resume(s)
4. The following do not count as contact time for SCECH programs
 - a. Registration, welcome, introduction of speaker, housekeeping issues
 - b. Breaks (at least 10 minutes) and meals (not less than 30 minutes)
 - c. Keynote speeches during meals
 - d. Working lunches
 - e. Homework
 - f. Individual, self-directed studies or other forms of independent learning
5. NO CASH payment will be accepted
6. All SCECH programs must have a Program Monitor available to remind presenters and participants of SCECH attendance rules, execute the participant attendance method, and report SCECH participant attendance to the PDP office.
7. State requirements allow total SCECHs rounded down to the nearest quarter hour. (2.66 hours = 2.5 SCECHs)
8. Program agendas cannot be changed once approved by the Michigan Department of Education
9. Conference applications must include a break-out session worksheet for each individual session presentation including objectives and description
10. You will need to communicate with the PDP office as soon as possible if any changes are made to the program.

Paperwork and Payment Information:

1. Upon program approval you will receive the following SCECHs paperwork depending on course format
 - a. Approval Letter – This gives you an overview of what was approved, for how many SCECHs, and important dates of when information needs to be returned to our office and, if virtual, a link for course registration and payment.
 - b. Attendance Sheet – Each participant for this program will need to sign in and out of the training depending on format. If virtual/online, you may use your platform reporting for attendance. If in-person, an attendance sheet is recommended. Make sure there are enough sheets printed so all participants can sign in and out. NOTE: if there are break-out sessions make sure there are enough sheets for each participant who would like SCECHs can have one. Send all reports or forms to our office by deadline listed on the Approval Letter.
 - c. Enrollment Form – Each participant who would like SCECHs must go to the registration site with the provided link to register and pay by the deadline given on the approval letter. Checks will be accepted only if the participant makes arrangements with our office upon registration. If the department is collecting payment and/or will pay for the SCECHs for attendees, we will process payment via AP Transfer in OnBase.
2. NO CASH payments are to be accepted at any time
3. You can collect payment online during registration to save time at check in
 - a. For outside GVSU partners – issue one check for the total number of participants at \$10 per person or pay the group total online once registration is complete.
 - b. For GVSU departments - the PDP office can process an AP Transfer Request at \$10 per person if they are paying separately for the SCECHs OR if the department is covering costs, the department will be charged a processing fee of \$200 for up to 100 attendees.