

# Program Approval Application for State Continuing Education Clock Hours (SCECH)

Applications must have a minimum of three hours of training time excluding breaks.

\* Designates *Required* Fields

\*Date Submitted to Coordinator: \_\_\_\_\_

Select One:

**New** This is the first time this is being offered for SCECHs.

**Update** This application is for an additional offering of a previously approved program.

**Program Approval Number:** \_\_\_\_\_

*(Please provide program number if you have it)*

Application Details

\*Program Title: (what will appear on the Approved Program webpage)

\_\_\_\_\_

\*Program Format:  Blended/Hybrid - Program is a combination of Face-to-Face and Virtual/Online

Face-to-Face - Participants physically attend complete program

Virtual/Online - Complete program through some type of Virtual/Online media

\*Category  (See List below)

\*Course Narrative: (Include basic information to let participant know what the program is about)

\_\_\_\_\_

\*Prerequisites: (Any program they must to take prior to this program; if none, state None)

None or Prerequisites (Please list): \_\_\_\_\_

Sponsor Notes: (Specific information needed by Sponsor/Coordinator to submit this program)

\_\_\_\_\_

\*Participant Fee: (Required payment from participant to Sponsor to participate in this program)

Is this a Conference? Yes  No  Minimum # of Hours Available:  (Cannot be less than 3)

\*Total Contact Hours:  (maximum number of hours available)

The actual time used for instruction. Do **NOT** count the welcome, breaks, lunch, dinner speeches, homework, preparation time, registration, or similar non-instructional activities.

Program Descriptors: (up to 2) 1.) \_\_\_\_\_ 2.) \_\_\_\_\_

(Select from List below)

On-going Enrollment? Yes  No

Program work is at your own pace - participants are uploaded when they complete the program requirements.

IACET Program? Yes  No

IACET Certificate has been submitted to Coordinator from Educator. (Educator pays for Program Application)

Is Program Restricted? Yes  No  \* If Yes, list any restrictions related to the program.

Restrictions: \_\_\_\_\_

Agenda File Name. Submit Agenda Electronically. \_\_\_\_\_

**Program Details**

\*No. of Program Offerings:  How many times will this **exact same program** be offered/presented?

OFFERING	BEGINNING DATE MM/DD/YY	ENDING DATE MM/DD/YY	COUNTY CODE (SEE ATTACHED LIST)
01			
02			
03			

Add additional lines if necessary.

**Contact Details**

Is this Program offered for College **Conversion** credit? Yes  No

If Yes, List College: \_\_\_\_\_

College Contact and Phone Number: \_\_\_\_\_

Number of College Credits Offered: \_\_\_\_\_

You must attach in writing a statement from the college that the college is aware of, and approves, the program being offered for SCECHs. Following the program, the instructor must provide in writing the names of all participants that fully met all program requirements.

**Originating District:** \_\_\_\_\_  
(If not the approved sponsor)

**Contact Person:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Contact Signature(s):** \_\_\_\_\_  
All signatures must be original

**SCECH Program Sponsor** \_\_\_\_\_

**SCECH Coordinator** \_\_\_\_\_

**SCECH Coordinator User** \_\_\_\_\_

**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.

1. What are the learning outcomes and objective for your program? **Please provide information on what participants will be able to do as a result of attending, and the overall purpose of the program.**
2. **Attach the (final) program agenda to this application.** 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 lunch period). **The agenda cannot change from the agenda approved by MDE. If you have any agenda/program changes, the changes must be approved by MDE BEFORE THE FIRST DAY OF THE PROGRAM.**
3. Did you include a Participant Evaluation? **We encourage program specific questions. These (up to five) can be added to the online evaluation.**

**Please Note:**

**Once the program is approved, you and/or your presenter must run the program according to the final agenda submitted with this application. This means there can be no changes to the program agenda. This mean no:**

- **Skipping breaks to allow early release.**
- **Shortening the lunch break to allow early release.**
- **Changing the start time.**
- **Making the end time earlier (if you run over that is okay).**
- **Changing program dates without prior approval from the Sponsor.**

Name of the Facility and Location/Address		Dates In Chronological Order	Times	
			From	To
<b>Conference Offering</b>		<b>MM/DD/YY</b>	<b>AM/PM</b>	<b>AM/PM</b>
<b>Day 1</b>				
<b>Day 2</b>				
<b>Day 3</b>				
<b>Day 4</b>				
<b>Day 5</b>				

*(Add additional lines if necessary)*

**Presenter Information**  
*(Copy form as needed)*

**Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Expertise or skills as it relates to the program/training: \_\_\_\_\_

Highest Degree: \_\_\_\_\_

**Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Expertise or skills as it relates to the program/training: \_\_\_\_\_

Highest Degree: \_\_\_\_\_

**Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Expertise or skills as it relates to the program/training: \_\_\_\_\_

Highest Degree: \_\_\_\_\_

## Content Areas

### 001 General Language Arts

- 002 English (including Literature)
- 003 Journalism
- 004 Speech
- 005 Reading
- 006 Writing
- 007 Drama

### 010 General Social Studies

- 011 Economics
- 012 Geography
- 013 History
- 014 Political Science
- 015 Psychology
- 016 Sociology
- 017 Anthropology
- 018 Cultural Studies
- 019 Behavioral Studies

### 025 General Studies

- 026 Biology
- 027 Chemistry
- 028 Physics
- 029 Geology-Earth Science
- 030 Astronomy

### 035 Mathematics

- 036 French
- 037 German
- 038 Latin
- 039 Spanish
- 040 Russian

- 041 Japanese

- 042 Chaldean

- 043 Arabic

- 050 English as a Second Language

- 051 Other Bilingual

### 055 Agricultural Education

### 056 Industrial Arts

### 057 Music Education

### 058 Home Economics

### 059 Art Education

- 060 Health

- 061 Physical Education

- 062 Recreation

- 063 Dance

- 065 MDE Comp Health Program

### 066 General Business Education

- 067 Accounting

- 068 Business Administration

- 069 Secretarial Science

- 070 Distributive Education

### 075 General Special Education

- 076 Mentally Impaired

- 077 Speech/Language Impaired

- 078 Physically/Otherwise Health Impaired

- 079 Emotionally Impaired

- 080 Visually Impaired

- 081 Hearing Impaired

- 082 Learning Disabled

- 083 Autistic

- 084 Handicapped Children's Early Education

- 085 At-risk

- 086 Inclusion

### 088 Gifted/Talented

- 090 Vocational Agriculture

- 091 Vocational Business

- 092 Vocational Distributive Education

- 093 Vocational Home Economics

- 094 Vocational Technical

- 100 Driver/Safety Education

- 101 Library Science

- 102 Environmental Studies

- 103 Computer Science/Technology

- 104 Sex Education

### **Grade Level**

- 105 Early Childhood

- 106 Elementary

- 107 Middle School/Jr. High School

- 108 Secondary/Sr. High School

- 109 Adult Education

## Non-Content Areas

- 200 School Administration

- 201 Management/Supervisory Skills

- 202 Adult Learning Styles

- 203 Brain Development Theories

- 204 Behavior Management Styles

- 205 Communication Skills

- 206 Discipline in the Classroom

- 207 State Ed Policy, Administration, Rules, Procedures

- 208 Instructional Theory/Methods

- 209 Issues Management

- 210 Learning Styles

- 211 Student Motivation Theories/Techniques

- 212 Parent/Community Relations

- 213 Student Problem Solving

- 214 School Improvement

- 215 Student Self-Concept Development

- 216 Sex Equity in the Classroom

- 217 Multicultural Education

- 218 Leadership Skills

- 219 Child Psychology

- 220 Testing and Measurement

- 221 Outdoor Education

- 222 Curriculum Development

- 223 Media Utilization

- 224 Substance Abuse Education

- 225 Career Counseling for Students

- 226 AIDS Education

- 227 Student Dropout Prevention

- 228 Staff Development Leadership

- 229 Mentoring Training Program

- 230 Personnel Hiring and Evaluation

- 231 Human Development/Socialization of Children and/or Adolescents

- 232 Supervising School Psychologist

- 233 Mentoring/Supervising Teacher

- 234 Miscellaneous Content/Non-Content

- 235 IACET Authorized Training

- 236 MVU Authorized Training

- 237 Standards/Assessment/Review Team

- 238 Accreditation Review/Site Team Visit

**SCECH LISTING OF COUNTIES AND ISD'S**

<u>NUMBER</u>	<u>COUNTY OR ISD</u>	<u>NUMBER</u>	<u>COUNTY OR ISD</u>
03	Allegan County ISD	44	Lapeer ISD
04	Alpena-Montmorency-Alcoma ESD	46	Lenawee ISD
08	Barry ISD	47	Livingston ESA
09	Bay-Arenac ISD	50	Macomb ISD
11	Berrien ISD	51	Manistee ISD
12	Branch ISD	52	Marquette-Alger ISD
13	Calhoun ISD	53	Mason-Lake ISD
14	Lewis-Cass ISD	54	Mecosta-Oceola ISD
15	Charlevoix-Emmet ISD	55	Menominee ISD
16	Cheboygan-Otsego-Presque Isle ISD	56	Midland County ISD
17	Eastern UP ISD	58	Monroe ISD
18	Clare-Gladwin ISD	59	Montcalm Area ISD
19	Clinton RESA	61	Muskegon ISD
21	Delta-Schoolcraft ISD	62	Newaygo County RESA
22	Dickinson-Iron ISD	63	Oakland Schools
23	Eaton ISD	64	West Shore ESD / Oceana ISD
25	Genesee ISD	70	Ottawa Area ISD
27	Gogebic-Ontonagon ISD	72	C.O.O.R. ISD
28	Traverse Bay ISD	73	Saginaw ISD
29	Gratiot-Isabella RESD	74	St. Clair RESA
30	Hillsdale ISD	75	St. Joseph ISD
31	Copper County ISD	76	Sanilac ISD
32	Huron ISD	78	Shiawassee RESD
33	Ingham ISD	79	Tuscola ISD
34	Ionia ISD	80	Van Buren ISD
35	Iosco ISD	81	Washtenaw ISD
38	Jackson ISD	82	Wayne Co. RESA
39	Kalamazoo Valley ISD	83	Wexford-Missaukee ISD
41	Kent ISD		

***NOTE: Please refer to these county codes when completing SCECH application.***

**PLEASE COMPLETE THE ENTIRE FORM!**

**SAVE A COPY OF THIS FORM AND SEND THE ORIGINAL TO YOUR LOCAL SCECH SPONSOR'S COORDINATOR.**