



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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GOVERNOR

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STATE SUPERINTENDENT

December 2, 2014

**MEMORANDUM**

TO: State Continuing Education Clock Hours Sponsors

FROM: Leah Breen, Interim Director, Office of Professional Preparation Services

SUBJECT: New Process for State Continuing Education Clock Hours

The Michigan Department of Education (MDE) is pleased to announce that the seat time requirement to demonstrate attendance at State Continuing Education Clock Hour (SCECH) sessions will be minimized. Beginning immediately, instead of documenting attendance through "sign in/out" or "stamp in/out" the requirement will be reduced to a one-time identification method. That method can be determined by the individual SCECH sponsor.

We recognize that high-quality professional learning does not necessarily result simply from attendance at professional development opportunities; this decision reflects MDE's trust in educators as professionals. We also trust that SCECH sponsors and coordinators will facilitate high-quality professional learning opportunities resulting in engaged learners.

The attachment to this memo provides clarification and guidance from MDE regarding methods of demonstrating educator attendance, new guidelines for providing professional learning opportunities, and a preview of the changes to SCECH program applications and evaluations.

If you have questions regarding the SCECH requirement, please contact Sarah-Kate LaVan at [LavanS@michigan.gov](mailto:LavanS@michigan.gov) or 517-335-0974. If you have questions about Michigan's Professional Learning Policy, please contact Stephen Best at [BestS1@michigan.gov](mailto:BestS1@michigan.gov) or 517-241-4553.

## Information for State Continuing Education Clock Hour Sponsors

### Demonstration of Educator Attendance

The MDE recognizes that each program sponsor and coordinator has expertise in designing and implementing professional learning opportunities. To reflect this belief, the MDE is allowing sponsors to select methods for engaging learners and demonstrating educator participation at State Continuing Education Clock Hour (SCECH) sessions. The expectation is that the sponsors, with the help of program coordinators, will determine what appropriate participant engagement looks like and how to demonstrate educator attendance. The MDE encourages SCECH sponsors to use the most appropriate attendance methods related to the type, purpose and context of the SCECH session(s).

Examples of how to demonstrate educator attendance include: picking up a name badge at the beginning of the session, turning in a SCECH identification form before leaving, participation in an activity during a professional learning opportunity, or a written reflection at the end of the session.

### Michigan's Professional Learning Policy

The MDE encourages all SCECH program sponsors to incorporate Michigan's Professional Learning Policy and Standards when creating and choosing professional learning opportunities. The policy was adopted by the State Board of Education in January 2012, and advocates for educators to engage in professional learning opportunities that:

- are on-going and relevant to their professional practice;
- allow the practices of professional discourse, analysis, application, and reflection; and
- enhance job effectiveness and student growth.

Michigan's Professional Learning Policy and Standards for Professional Learning can be accessed here: [http://www.michigan.gov/mde/0,4615,7-140-6530\\_30334-342124--,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_30334-342124--,00.html).

The Professional Learning Supporting Guidance document can be accessed here: [http://www.mi.gov/documents/mde/MI\\_PL\\_Guidance\\_2012\\_474992\\_7.pdf](http://www.mi.gov/documents/mde/MI_PL_Guidance_2012_474992_7.pdf).

**Changes to SCECH Program Applications and Evaluations**

Beginning December 2, 2014, program applications must include a description of how the program coordinator or facilitator will demonstrate educator attendance and/or participation. Additionally, First Aid, CPR, and Hazardous Materials training sessions will no longer be allowed to be offered for SCECHs.

Program evaluations were originally intended to provide feedback to the facilitator about the session. These will be modified to become one or two general evaluation questions to reflect what an educator learned during the session. The facilitator may still choose to include additional questions, if desired.

More detailed directions and support will be provided directly to sponsors and coordinators.