



MECOSTA-OSCEOLA ISD

## TEACHER CERTIFICATION

**NEW!**

**Updated Rules for  
Provisional Certificate Holders  
Starting September 1, 2013**

For the most up to date information, visit

[www.moisd.org/generaled/professionaldevelopment/scechs](http://www.moisd.org/generaled/professionaldevelopment/scechs)

Questions? Contact

Molly Redker  
MOISD SCECH  
Coordinator 231-592-9613  
mredker@moisd.org

Technical Assistance

Secure Central Registry is  
provided by MIEM  
517-327-5925  
scrhelpdesk@gmail.com

It is a criminal offense to use or attempt to use a State Continuing Education Clock Hours (SCECH) transcript or certificate of completion that is fraudulently obtained, altered, or forged to obtain and/or maintain school administrator, teacher, and/or school psychologist certification or other State Board approval. See PA 96 of 1995 for more information.

This information was compiled by Joel Selby, MAISD, and was adapted with permission. 4/16/14

## **Do I Need DPPD?**

DPPD is used to renew the following certificates:

- Professional Education Certificate
- Advanced Professional Education Certificate
- Occupational Education Certificate

DPPD can also be used to obtain a Professional Education Certificate when holding a Provisional Education Certificate, but cannot be used to renew a Provisional Education Certificate.

Note: Only Public and Charter School Teachers can use DPPDs.

## **How Do I Renew My Certificate?**

All certificate renewals take place on the **Michigan Online Educator Certification System (MOECS)** at [www.mi.gov/MOECS](http://www.mi.gov/MOECS)

You can renew your certificate starting on January 1 of the year your certificate expires.

## **Will My SCECHs Be Recorded In MOECS?**

The **Secure Central Registry (SCR)** for SCECHs and MOECS talk to each other. When creating your MOECS account, take note of your PIC number. When you enter this number in your SCR account, the two will connect, and your SCECH records will show up in MOECS. This process may take a few days.

Please note that while MOECS and the SCR talk, it is a one-way street. SCECH records from the SCR will appear in MOECS, but any other records you enter in MOECS won't be shown in the SCR.

## Do I Need SCECHs?

SCECHs are used to renew the following certificates:

- Professional Education Certificate
- Advanced Professional Education Certificate
- Provisional Education Certificate
- Occupational Education Certificate
- School Administrator Certificate
- School Guidance Counselor License
- School Psychologist Certificate (after 9/1/92)
  - Note: Social Workers cannot use SCECHs

## Social Worker CEUs

Social workers cannot use SCECHs towards their renewal. Social Work Continuing Education Units (SW-CEUs) are different from SCECHs. For more information, visit [www.socialworkcec.com](http://www.socialworkcec.com)

## Generic CEUs are not SCECHs

Only SCECHs issued by the Michigan Department of Education are accepted toward certificate renewal.

## Attendance Requirements

SCECH policy requires 100% verifiable attendance. Sign-in/out sheets are required. Sign-in/out sheets are the ONLY MDE-recognized method of verifying attendance. They cannot be altered in any way.

**Participants are individually responsible for signing in and out.**

## Types of Credit

1 College Credit = 30 SCECHs = 30 DPPD

### College Credit

Any college credit that is earned at an accredited institution of higher learning. Can be from undergrad or graduate credit. Credit from a Community college is acceptable.

### SCECHs

Hours awarded and pre-approved by the MDE that are applied for by various educational institutions. They include workshops and conferences; committees; mentoring; and supervising.

### DPPD

Hours earned at in-district trainings and at school-sponsored or supported conferences and workshops. Must be supported by the district in some way (i.e., registration paid by the school, hiring a sub, etc.). NOTE: You can claim max 30/year.

#### Steps required to claim DPPD:

1. Download form from MOISD
2. Enter DPPD hours into MOECS
3. Print MOECS DPPD record & attach to form.
4. Have principal sign form.
5. Keep form on file in case of audit.

## Renewal of a Provisional Education Certificate

### What can I use?

College Credit

SCECHs

A Provisional Education Certificate is initially valid for six years. It can be renewed twice in three-year intervals or advanced to a Professional Education Certificate.

#### Requirements for Renewal

- 6 College Credits OR
- 180 SCECHs OR
- Any combination of the above

## Renewal of a School Administrator Certificate

### What can I use?

College Credit

SCECHs

A School Administrator Certificate is valid for and must be renewed every five years.

#### Requirements for Renewal

- 6 College Credits OR
- 180 SCECHs OR
- Any combination of the above

Note: Having a current Professional Education Certificate will keep your Admin Cert current as well.

## Advancement to a Professional Education Certificate

### What can I use?

College Credit

SCECHs

DPPD

A Professional Education Certificate is valid for and must be renewed every five years.

#### Requirements for Issuance

- Three years of successful teaching experience.
- Reading Requirement
  - Elementary: 6 semester hours of teaching or reading methods
  - Secondary: 3 semester hours of teaching of reading or reading methods
- 3-Semester Hour Reading Course

AND

- 6 College Credits OR
- 180 SCECHs OR
- 150 DPPD OR
- ANY combination of the above

NOTE: If using ONLY DPPD to renew, 150 hours are required. When used in any other combination, 180 hours are required.

## Renewal of a Professional Education Certificate

### What can I use?

College Credit

SCECHs

DPPD

A Professional Education Certificate is valid for and must be renewed every five years.

#### Requirements for Renewal

- 6 College Credits OR
- 180 SCECHs OR
- 150 DPPD OR
- Any combination of the above

NOTE: If using ONLY DPPD to renew, 150 hours are required. When used in any other combination, 180 hours are required.

## Advanced Professional Education Certificate (optional)

An Advanced Professional Education Certificate is valid for and must be renewed every five years.

#### Requirements for Issuance and Renewal

- All of the requirements for a Professional Ed Cert
- Hold National Board certification or have completed a teacher leader training or prep program by MDE.
- Receive five consecutive "effective" or "highly effective" ratings on annual teacher evaluations in the most recent five-year period.