

Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565 *

www.richmond.k12.mi.us

State Continuing Education Clock Hours

IMPORTANT - PLEASE READ CAREFULLY:

For participants to earn State Continuing Education Clock Hours (SCECHs), they must attend the entire program as required by the Michigan Department of Education (MDE). This means attending all sessions according to the approved schedule including arriving on time and remaining for the duration of each session. The MDE and Richmond Community Schools District review all programs and monitor attendance. Program planners determine the method for documenting attendance. It's the responsibility of each participant that their attendance has been documented. Make-up sessions are not eligible. Failure to comply with program requirements, including attendance, will result in disallowance of SCECHs. This form must be completed in full by the participant and returned to the program monitor at the conclusion of the event or it will be returned to the applicant and SCECHs will be forfeited.

INDIVIDUAL APPLICATION FOR RICHMOND COMMUNITY SCHOOL DISTRICT DPPD

STATE CONTINUING EDUCATION CLOCK HOURS (SCECHs)

Incomplete or illegible application will be returned causing delays and/or forfeiture of SCECHs

Name of Applicant: _____ PIC# _____

Address: _____ City: _____ Zip code: _____

School District: _____ Email: _____

The email address must match you MOECS account or you will not be able to access you evaluation to earn the SCECHs

Approved Program Title: 2023-2024 Richmond Community Schools District DPPD

Date/s _____ # SCECHs available: _____

By signing below, I verify that I have read this application and fulfilled the attendance requirements to eligible to receive the SCECHs.

Signature of Applicant: _____

*This form must be returned with the Verification of Attendance, recorded method of attendance and detailed agenda.
A scanned copy will be sent back to you when entered in MOECS.*

All SCECH are awarded via the Michigan Online Educator Certification System (MOECS). Eligible participants will receive an email after program upload requesting that they log in to their MOECS account or create an account. The email will contain the web address link and participants follow the instructions to complete a required common evaluation of the offering. After evaluation completion, SCECHs will be awarded and listed on an Unofficial Transcript. You can check your account for the evaluation link at www.michigan.gov/moeecs.

100% attendance must be verified before SCECH Approval is granted. Please be patient as this may take some time to verify attendance and upload the SCECHs before you can complete your evaluation.

If you are experiencing any difficulty navigating MOECS, contact them at 517/241-5000 or MDE-EducatorHelp@michigan.gov.

If you have questions regarding SCECHs, contact Renee Ara, SCECH Coordinator at 586-727-3565 Ext. 6009 or email

rara@richmond.k12.mi.us.