

SCECHs Information for Supervising/Cooperating Teacher

To register to earn 30 State Continuing Education Clock Hours (SCECHs) for being a Supervising/Cooperating Teacher for an Oakland University Student Teaching Intern, visit www.oakland.k12.mi.us and go to the Professional Learning tab, choose SCECHs.

(A maximum of 75 SCECHs in this activity in a five-year renewal period can be used toward certificate renewal.)

Under Non-Traditional Activities – Registration, use the scroll bar to find the activity with the title: “Supervising/Cooperating Teacher (1st or 2nd semester).”

- Click on the “Supervising/Cooperating Teacher (1st or 2nd semester)” link to register.
 - First semester (Fall) is open for registration on November 1 and remains open through January 31.
 - Second semester (Winter) is open for registration April 1 and remains open through June 16.
- Click Register Online and follow the registration instructions.
- You must have a valid account set up in MOECS in order to have SCECHs uploaded.
- The name you use on the verification form must match the name entered in MOECS.

Once registration is complete, a verification form will be sent via email within 1–2 weeks. The verification form must be completed and signed by the participant and the building administrator. There is a \$10 fee to be paid online at the time you register. **The \$10 fee for SCECHs is non-refundable and a fee assessed by Oakland Schools.**

The verification form must be submitted to Oakland Schools **no later than February 16 for 1st semester and July 9 for 2nd semester.** It must be the original verification form, including the signatures. Please read the description for this activity as a more specific deadline may be noted.

Please submit verification form to: sfs@oakland.edu

Once the verification form has been received by the SCECH Specialist at Oakland Schools, the SCECH credits will be uploaded to MOECS. **After the credits are uploaded, you will be emailed from MOECS and you will need to complete the required MDE evaluation. You must complete the evaluation in order for the SCECHs to be added to your transcript.**

If you have any questions, please feel free to call or email.

Lori Dean
SCECH Coordinator
(248) 209-2281
lori.dean@oakland.k12.mi.us