

## Requirements to Apply and Earn SCECH

1. Establish a point of contact (POC) responsible for the items below (May complete COP PD Form found on [copesd.org](http://copesd.org) website under calendar tab)
2. Submit the following at least 45 days prior to the start of the professional development to Bonnie Bancroft ([bancroftb@copesd.org](mailto:bancroftb@copesd.org)):
  - Workshop/Course Description (an overview approximately one paragraph in length) include date(s) of workshop (see example A)
  - Detailed agenda (include starting and ending times, break times, lunch times (beginning and end for each day) (see example B)
3. Turn in Original Sign In and Sign Out sheets for each day of the professional development
4. Register participants into Courseware system
5. Collect \$20 per participant requesting SCECH, submit payment to COPESD
6. Participants requesting SCECH will receive an email notice of an online workshop evaluation that must be completed to earn the SCECH. Participants may also access their online transcript of SCECH through the central registry website.

### Example A-Workshop Description

The program will provide an overview of best practices in research-based reading instruction across tiers. Models of reading development and reading instruction will be presented to provide guidance in analyzing evaluation data and designing instructional programs. Effective research-based practices in the areas of early literacy, phonics, fluency, vocabulary and comprehension will be discussed. Programs and teaching methods will be examined in terms of suitability for specific purposes. This presentation will also cover how reading instruction changes as students move from early elementary school to high school.

Dates: August 9, 2008

This three day series of workshops will focus on bringing all students to benchmark reading levels through tiered instruction and levels of support. The three areas covered will be: Day I Comprehension and Fluency Day II Phonics and Vocabulary Components Day III Phonemic Awareness.

Dates: August 17-19, 2009

### Example B-Workshop Agenda

#### Best Practices-Instruction (June 16, 2010)

8:00-9:30	Dr. Roy "The Art and Science of Teaching" (Auditorium)
9:30-9:45	Break (Commons)
9:45-11:30	Dr. Roy "The Art and Science of Teaching" (Auditorium)
11:30-12:15	Lunch at Middle School Café
12:15-2:00	Dr. Roy "The Art and Science of Teaching" (Auditorium)
2:00-2:15	Break (Commons)
2:00-3:30	Dr. Roy "The Art and Science of Teaching" (Auditorium)
Materials:	Curriculum Camp notebook, <i>"The Art and Science of Teaching"</i> , A handbook for <i>"The Arts and Science of Teaching"</i>

State Continuing Education Clock Hours (SCECHs) Request Form

Program/Workshop Title: \_\_\_\_\_

Date(s) of Workshop \_\_\_\_\_

Category: \_\_\_\_\_

Course Narrative: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Presenter Name: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

- Please attach Agenda with contact hours indicated. Every 2.5 hours requires a break of not less than 10 minutes. 30 minute lunch required.
- Housekeeping does not count as 'contact' time.

Total Contact Hours: \_\_\_\_\_

SCECHs Requested: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Date Submitted: \_\_\_\_\_

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Applied to MDE \_\_\_\_\_ Date: \_\_\_\_\_

Copy to Bridget \_\_\_\_\_