**SCECH Process 2023-2024**

The Archdiocese of Detroit Department of Catholic Schools has partnered with MANS to process the AoD’s Professional Development this academic year. Please read the following information carefully.

**How to Earn SCECHs for Attending Live, In-Person Sessions**

1. Attend the **in-person** Professional Development session(s) and **sign in** and **out** for the day. You will need to fill out **a form provided by your principal** on the day of the Professional Development. This form will require you to enter your full name, school name, school city, email address, session title(s)/# of SCECHs. Principals will be responsible to keep this record and share it with MANS within two weeks after each Uniform Professional Development Day.
2. Teachers **must keep their own record** of the following details for each AOD Professional Development session(s) they attend as they will need this information to complete the **MANS SCECH Application form (MANS will send in May)** at the end of the academic year:

A. Title / Number of SCECHs

B. Date

C. Start/End Time

3. Teachers **must complete the MANS SCECH Application Form (MANS will send in May).** There is no SCECH processing fee--all SCECHs are ***free***!

Teachers will be responsible to enter **accurate** information about which Professional Development sessions they attended for the academic year.

*\*If a teacher enters inaccurate attendance information that does not match the attendance records kept by the Principals, MANS will have to go with the lesser amount of SCECHs reported. Please be sure that your principals’ records match yours.*

**How to Earn SCECHs for Viewing Archived Recordings**

 Teachers may earn SCECHs by viewing the recording(s) **IF they submit a short reflection using the** [**AOD PD Recording Reflection Form**](https://forms.gle/8EHWbXddkUgBfRJ38)(linked**) *BEFORE* completing the MANS SCECH form** referenced above. The reflection serves as a method of verifying attendance and should answer the question: *What new information did you learn and how will you apply it to your instruction?*

*\*MANS cannot process SCECHs for viewing recordings unless the reflections have been collected first.* Teachers must keep a record of their short reflections to **submit at one time** after all professional development has been completed for the academic year.

*\*Note that faith-based recordings are not eligible for SCECHs.*

Please do not submit information using the two forms above until you have **completed ALL** your professional development for the academic year 2023-2024.