

District Provided Professional Development (DPPD) Reporting Process Webinar

April 15, 2020

- YOU WILL HEAR AN AUDIO CHECK AT 1:25 P.M. AND 1:30 P.M.
- WE WILL START AT 1:35 TO ENSURE TECHNOLOGY CONNECTION
- IF HAVING TROUBLE WITH AUDIO, CALL IN AT 866-390-1828, ACCESS CODE 7837723
- IF CALLING IN, PLEASE MUTE YOUR PHONE

District Provided Professional Development (DPPD) Reporting Process Webinar

APRIL 15, 2020

Tech Check

- Microphones are disabled. Submit all questions to the Q&A.
- Can you hear us?
 - If no, submit a question into the Q&A.
 - If using the call-in number (866-390-1828, Access Code 7837723), please **mute your phone**.



Welcome and Introduction

Office of Educator Excellence

- Marty Snitgen, Professional Learning Consultant
- Joe Priest, Education Consultant-Educator Evaluations
- Claudia Nicol, SCECH Administrator

Poll Question

What is your role?

Objectives

- Review current process
- Describe the new reporting process
 - Options for sponsorship
 - Options for SCECH program applications
 - Options for uploading participants
- Detail benefits and impact of process
- Provide resources
- Answer Questions

What is DPPD?



Definition and Purpose of DPPD

District Provided Professional Development (DPPD):

- Is offered by districts in compliance with state law ([MCL 380.1526](#) and [380.1527](#)).
- Is supported by the district by in some way (EX: providing substitute, paying expenses, providing release time).
- May be used toward the 150 Education-Related Professional Learning Hours needed for recertification.



Current Process

For DPPD to be used for recertification:

- Educators enter the DPPD into a log in their Michigan Online Educator Certification System (MOECS) account and then print the log and DPPD form for district approval.
- Districts need to verify all DPPD hours listed on the log by initialing each page and then completing and signing the form for each educator.
- Both the educator and district are responsible for maintaining documentation verifying DPPD hours.

Current Process Steps

1. Plan DPPD for the year and arrange logistics
2. Keep records for audit purposes
3. Enter allowable PL programs into MOECS
4. Print the log of DPPD hours
5. Complete educator section of the DPPD form
6. Attach DPPD form to printed MOECS log in step 5
7. Submit form and log to district for verification
8. Verify all DPPD (Attendance, documentation, appropriateness)
9. Initial each page of log and sign form
10. Make copies for audit purposes
11. Delete entries from MOECS that are not verified.
12. Ensure DPPD form and DPPD log(s) have been signed and initialed by district.
13. Submit copy of the signed DPPD form and initialed DPPD log(s) to MDE as required during the application process.

Reason for Change

- The current process is burdensome for both educators and districts.
- Auditor General recommended a change to the process.
- A recent change in The State School Aid Act [\(MCL 388.1701\(10\)\)](#).

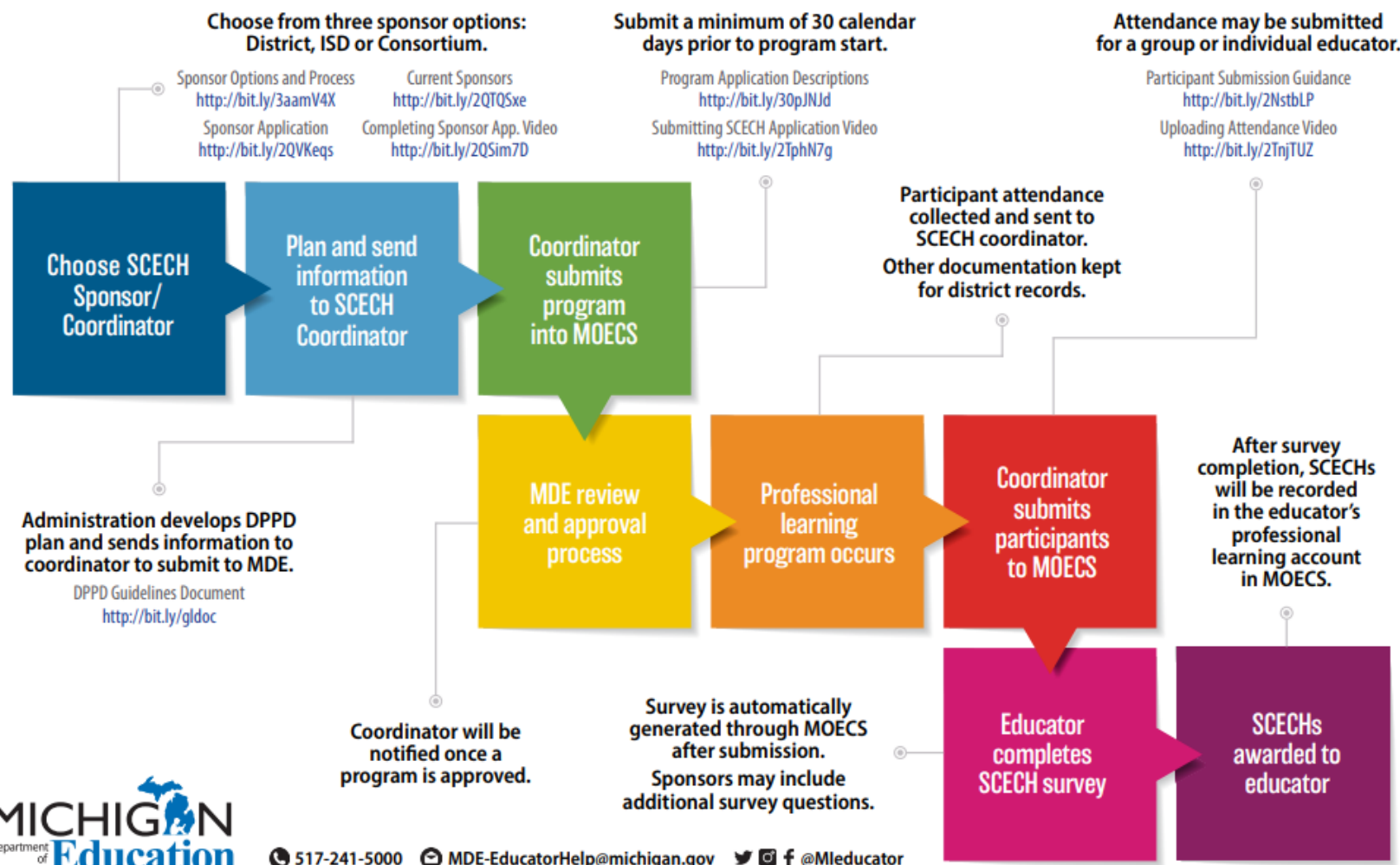
New DPPD Reporting Process Summary

- Beginning July 1, 2020, DPPD will be entered by districts into MOECS as State Continuing Education Credit Hours (SCECHs).
- Districts have multiple options for SCECH Sponsorship and for submitting SCECH Program Applications.
- This does not eliminate legislative requirements for DPPD ([MCL 380.1526](#) and [MCL 380.1527](#)).

District Provided Professional Development

FLOW CHART

Beginning July 1, 2020, District Provided Professional Development (DPPD) to be used for recertification must be entered by districts into the Michigan Online Educator Certification System (MOECS) as State Continuing Education Clock Hours (SCECHs). This flow chart models the new process and includes links to further guidance documents. For more resources, including an FAQ, visit the SCECH and DPPD website (http://bit.ly/SCECH_DPPD) or email SCECH@michigan.gov.



Poll Question

What is your current level of understanding of the new process?

SCECH Sponsorship

Choosing SCECH Sponsor/ Coordinator

Option 1

Option 1: District as Sponsor:

- Complete the [SCECH Sponsor Application](#) if not already a Sponsor.
- Assign a SCECH Coordinator.
 - Coordinators submit programs to MDE and upload participants.
- Choose Assistant Coordinators if necessary.
 - Assistant Coordinators submit programs to the coordinator and prepare upload templates (unable to upload to avoid duplication).

Choosing a Sponsor/Coordinator

Option 2

Option 2: Intermediate School District (ISD) as Sponsor:

- Partner with the ISD/RESA to assume responsibility as Sponsor.
- Multiple coordinators may be used and assigned to different districts.
- Assistant coordinators may also be used at the district level.

Choosing a Sponsor/Coordinator

Option 3

Option 3: District Consortium:

- Two or more districts create a consortium and share the responsibilities.
- Multiple coordinators may be used and assigned to different districts.
- Assistant coordinators may also be assigned.
- Consortium will need to complete [SCECH Sponsor Application](#).

New DPPD Process Steps

Step 1: Plan and Send Information to Coordinator

- After planning yearly DPPD calendar, send information to SCECH Coordinator.
- May utilize the [Guidelines for Professional Learning](#) document to help determine what counts toward MCL [380.1526](#) and MCL [380.1527](#).

Step 2: Submit SCECH Program into MOECS

Option 1

Option 1: Submit a year-long program:

- Select the District Provided Professional Development (DPPD) Category.
- Give a specific title and enter a general description.
- Include a start and end date to incorporate all DPPD hours throughout the year (Ex. July 1, 2020 to June 30, 2021).
- Enter a total “General SCECH” number that would include all possible DPPD hours (may exceed 30 hours).
- Upload a DPPD Calendar. No agenda is necessary to upload into the application.

Step 2: Submit SCECH Program into MOECS

Option 2

Option 2: Submit multiple year-long DPPD programs:

- By content type (Ex. Curriculum DPPD, Technology DPPD, Student Engagement DPPD, etc.)
- By delivery method (Ex. PLC's, webinars, conferences, etc.)
- By building (Ex. Harrisburg High School DPPD, Harrisburg Elementary School DPPD, etc.)

Step 2: Submit SCECH Program into MOECS

Option 3

Option 3: Submit individual programs for each offering.

- Choose applicable category.
- Select date of DPPD activity.
- Requires agenda to be uploaded.

Submitting School Counselor PD

- Enter DPPD for School Counselors in separate program.
- Use the School Counselor Category.
- Select applicable categories of hours:
 - College preparation and selection
 - Career exploration
 - Military options

Completing the SCECH Program Application

Resources:

- [SCECH Program Application Descriptions](#)
- [Completing Program Application Instructional Video](#)

State Continuing Education Clock Hours (SCECH) Program Application Descriptions

Program applications are to be submitted in the Michigan Online Educator Certification System (MOECS) by a SCECH Sponsor's designated coordinator. Once logged in to MOECS, the coordinator may access the program application by clicking "Add New" under "All Applications". Below are field descriptions to assist districts in completing the application.

Program Title: Maximum of 80 characters and spaces. Needs to be specific to allow sorting of specific programs. For District Provided Professional Development (DPPD) purposes, coordinators have three options to enter DPPD as a SCECH program.

1. A single, year-long program.
EX: Harrisburg DPPD 2019-2020.
2. Multiple year-long programs by categories (by content, by building, etc.). EX: Harrisburg PLCs DPPD 2019-2020: PLCs OR Harrisburg High School DPPD 2019-2020.
3. Individual programs for each offering. Ex: Harrisburg Essentials of Literacy.

PROGRAM APPROVAL APPLICATION FOR
STATE CONTINUING EDUCATION CLOCK HOURS (SCECH)

[* = Required]

Application Details	
Program Number	
Application Number	Application Status
Sponsor Name	OPPS-MOECS Testing Only
Phone	(517) 241-4628
	Sponsor ID W000002
* Program Title	
* Program Format	Face-to-Face <input type="button" value="v"/> * Display in Catalog? <input checked="" type="radio"/> Yes <input type="radio"/> No
Same location as that of sponsor	<input type="checkbox"/>
* Event Location	<input type="text"/> Address <input type="text"/>
* City	<input type="text"/> * State <input type="text" value="Michigan"/>
* Zip	<input type="text"/>
* Category	All Categories <input type="button" value="v"/>

Steps 3 and 4: MDE Approval/Program is Held

3. MDE Review and Approval Process:

- Send application 30 days prior to start of event.
 - This requirement is currently waived during school closures.
- District is notified by MDE once approved.

4. Program is Held:

- Participant attendance is collected using method listed in application.
- Other documentation kept for district records.

Step 5: Uploading Participants

- Two options for coordinators:
 - Upload by template.
 - If using a year-long program, may upload several participants and different dates on same template.
 - Upload individually by Personal Identification Code (PIC) and event date.
- If using a year-long program, decide on an upload schedule.
- Assistant coordinators may help prepare templates.

Uploading Participants Resources

- Resources:
 - [Uploading Participants Guidance Document](#)
 - [Uploading Participants Instructional Video](#)

Uploading SCECH Program Participants into MOECS

After a State Continuing Education Credit Hours (SCECHs) Program has taken place, the participants must be uploaded into the Michigan Online Educator Certification System (MOECS). Only the SCECH Coordinator (not an Assistant Coordinator) has access to upload participants in order to avoid duplication. Effective July 1, 2020, District Provided Professional Development (DPPD) must be entered as SCECHs to qualify for educator recertification purposes. Participants may be uploaded on multiple dates for the same program. Please follow the steps below to enter attendance in the Michigan Online Educator Certification System (MOECS).

1. SCECH Coordinator logs into MOECS account and clicks on "Professional Learning Programs".
2. Prior to uploading participants, if you would like to add questions to the program evaluation survey, select "Add/Edit Evaluation Questions" from the "Functions" menu.



Steps 6 and 7: Survey Completed and SCECHs are awarded

6. Educator completes program evaluation survey:

- Survey automatically generated per upload and sent to participants.
- No deadline for educators to complete the evaluation survey

7. SCECHs are awarded:

Upon completion of survey, SCECHs automatically awarded to educator's MOECS account.

Questions?

Benefits



Benefits of New Process

- **Automates** process in MOECS, eliminating paper process.
- **Eliminates** district verification of individual educators (Hours earned by educators are now pre-approved).
- **Expedites** recertification process.
- **Simplifies** record keeping for audit purposes (educators no longer need to maintain documentation).

Impact on Educators

- Any hours accrued **before July 1, 2020** may be entered into an educator's DPPD log in MOECS and **used** for their next recertification by following the current process.
- Educators will not be able to manually enter DPPD **occurring after** July 1, 2020 into their personal MOECS accounts.
- Educators will need to complete a SCECH program evaluation when participation is uploaded.

Recommendation: District Communication to Educators

- Communicate how DPPD will be recorded by district.
- Inform when uploads will take place.
- Remind educators to update contact info in MOECS to ensure they receive the program evaluation notification.

Poll Question

After this presentation, what is your current level of understanding of the new process?

Resources

DPPD Reporting Process Resource Page

- New DPPD Reporting Requirements Guidance
- DPPD Process Flow Chart
- FAQ: New DPPD Reporting Process
- SCECH Program Application Descriptions
- Uploading SCECH Participants to MOECS
- SCECH Process Instructional Videos
- New DPPD Process for Educators

- **SCECH Coordinator Virtual Trainings**

- April 27th at 9:00 a.m.
 - May 5th at 1:30 p.m.
 - May 14th at 9:00 a.m.
 - May 19th at 1:30 p.m.
 - May 26th at 9:00 a.m.
- Coordinators will be notified of registration information.

Poll Question

How can MDE best support districts with this new reporting process?

Thank You!

- Follow-up email:
 - Q&A Document
 - Copy of presentation and recording
- Further questions, contact:
 - Marty Snitgen: snitgenm1@michigan.gov
 - Claudia Nicol: SCECH@michigan.gov

