Kent ISD
We Lead Learning

August 27, 2015

Please read the revised Kent ISD policy regarding the State Continuing Education Clock Hours (SCECHs) application process and fees.

Schools and Local Districts within Kent Intermediate School District

To request SCECHs for a professional development opportunity or event, send the following documents to Kent ISD sixty (60) days prior to the event.

1. The completed event application – send electronically
2. The completed event agenda – send electronically
3. You will be notified if the application is approved by the state.

   Please note, you need to collect an individual participant SCECHs processing fee of $5 per participant per event. After the event, you need to send the additional individual participant processing fees to Kent ISD.

Once MDE has approved the application we will send you a participant verification form, record cover sheet, sign-in sheet and an excel spreadsheet.

Upon the completion of the event, please use the following steps to finalize the SCECH process:

1. Mail to Kent ISD – original copy of each individual educator / teacher SCECHs application.
2. Mail to Kent ISD – participant processing fees or one check that totals participant processing fees.
   a. The full amount is calculated at $5.00 for each participant requesting SCECHs.
   b. Mail the individual educator SCECHs applications and processing fees to:
   c. Bri Conners, Kent ISD, Educational Service Center, 2930 Knapp St. NE, Grand Rapids, MI 49525
   d. You may use a UPS or a USPS tracking system to securely mail the documents to Kent ISD.
3. Prepare our Excel file spreadsheet with your SCECHs participant names, their email addresses, and PIC number.
4. Send the spreadsheet as an email attachment to: Bri Conners, SCECHS Coordinator briconners@kentisd.org

Non-Profit Organizations and For-Profit Organizations

To request SCECHs for a professional development opportunity or event for your organization, send the following documents to Kent ISD sixty (60) days prior to the event.

1. The completed event application – send electronically
2. The completed event agenda – send electronically
3. $100 check payable to Kent ISD. The event application processing fee: $100 for each event
4. You will be notified if the application is approved by the state.

   Please note, in addition to the event application processing fee, you need to collect an individual participant SCECHS processing fee of $5 per participant per event. After the event, you need to send (one check) the additional individual participant processing fees to Kent ISD.

Once MDE has approved the application we will send you a participant verification form, record cover sheet, sign-in sheet and an excel spreadsheet.

1. Mail to Kent ISD – original copy of each individual educator / teacher SCECHs application
2. Mail to Kent ISD – one (1) check from your organization for the full amount of all the participant processing fees.

   The full amount is calculated at $5.00 for each participant requesting SCECHs.
   Do not submit cash. Please do not send individual checks for each participant.
   Make check payable to Kent ISD and mail to:
   Bri Conners, Kent ISD, Educational Service Center, 2930 Knapp St. NE, Grand Rapids, MI 49525
   You may use a UPS or a USPS tracking system to securely mail the documents to Kent ISD.
3. Prepare our Excel file spreadsheet (we send you) with your SCECHs participant names and their email addresses.
4. Send the spreadsheet as an email attachment to: Bri Conners, SCECHs Coordinator briconners@kentisd.org

Please visit the Kent ISD website for additional information and application forms.
If you have questions, contact: Bri Conners, SCECHS Coordinator, briconners@kentisd.org