



**Instructions for CTE Learn :
Career Services Professional Development and SCECH request**

Participants interested in the online Career Services program will be able to select learning courses designed for educators who want to focus on career education.

Participants must acquire an online access key to enroll in a course. Course content information and how to purchase access keys are located at this website <https://www.ctelearn.org/certified-courses/career-services-staff>

There are currently 14 different courses available and each course has 4 hours of activity equating to 4 SCECH hours if desired. Up to 56 SCECH hours are available.

Participants interested in SCECHs must complete the course including assessments and submit 1.) the Certificate of Completion, 2.) the SCECH Participant CTE Learn Form, and 3.) \$10 processing payment to **Michelle Radcliffe at 1425 W. Grand River Ave. Howell, MI 48843.** SCECH check fee should be made out to **MI ACTE.**

Multiple course submissions should be submitted all at once as each submission will require the \$10 SCECH fee.

Participants may also choose to reach out to their area CTE Director and/or contact MIACTEinfo@gmail.com for additional information.