

STATE CONTINUING EDUCATION CLOCK HOURS (SCECHs) PARTICIPANT VERIFICATION FORM

This form must be completed in order for eligible participants to receive SCECHs for participation in one of the following activities (please check one):

- | | | |
|---|---|---|
| <input type="checkbox"/> Serving as a supervising/cooperating teacher** | <input type="checkbox"/> 1 st Semester | <input type="checkbox"/> 2 nd Semester |
| <input type="checkbox"/> Serving as a supervising school counselor** | <input type="checkbox"/> 1 st Semester | <input type="checkbox"/> 2 nd Semester |
| <input type="checkbox"/> Serving as a supervising school psychologist** | <input type="checkbox"/> 1 st Semester | <input type="checkbox"/> 2 nd Semester |

****Each school-based non-traditional activity may only be used a maximum of three (3) times toward certificate renewal within an educator's certificate renewal period. Only 25 SCECHs may be earned per semester.**

A completed copy of this form must be filed with the SCECH Sponsor **no more than 30 calendar days after the end-date of the activity.**

Your SCECHs will be uploaded to the Michigan Online Educator Certification System (MOCES) and awarded after completion of a common evaluation and payment of fees, if applicable.

(Type or Print)

Name	
Email Address:	PIC:
Name of School District Where Employed	
Name of School Where Assigned	
Name of Assignee	
Beginning Date of Professional Activity	Completion Date of Professional Activity

Supervising Teacher/Counselor/School Psychologist Signature Date

- I certify the criteria to receive SCECHs for the above activity has been met and the required evaluation/documentation pertaining to the activity has been reviewed. This documentation is on file for review
 on file with the teacher preparation institution

Building Principal/District Superintendent Signature Date

SCECH Coordinator Signature Date

SCECH Program Approval Number SCECHs Awarded

Advisory: **It is a criminal offense to use or attempt to use a SCECH transcript or certificate of completion that is fraudulently obtained, altered, or forged to obtain and/or maintain school administrator, teacher and/or school psychologist certification or other State Board of Education approval.**

The following describes the non-traditional school-based program requirements and criteria for eligibility:

SCECHs for each school-based non-traditional activity may only be used a maximum of three (3) times toward certificate renewal within an educator's certificate renewal period.

Supervision of Student Teacher/Teacher Intern

Criteria for Eligibility:

- a. A teacher who supervises a student/intern teacher for a determined placement period of not less than eight weeks may earn twenty-five (25) SCECHs.
- b. A supervising teacher must coach and provide feedback to the student/intern teacher, in accordance with the teacher preparation institution's policies.
- c. A supervising teacher must submit to the building principal and/or the teacher preparation institution's representative formal evaluations of the student teacher/teacher intern's performance.
- d. The building principal must sign the verification form to provide verification of the successful completion of the assignment.
- e. The signed verification form must be received by the local SCECH Coordinator a maximum of 30 days after assignment has been completed.
- f. This non-traditional activity may only be used a maximum of three (3) times toward certificate renewal within an educator's certificate renewal period.