State Continuing Education Clock Hours (SCECHs)

Mentor-Teacher/Counselor/Psychologist/Administrator

 Participation Verification Form

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

[ ] Mentor teacher\*/[ ]  1st Semester [ ]  2nd Semester

[ ] Mentor school counselor\*/[ ]  1st Semester[ ] 2nd Semester

[ ] Mentor school psychologist\*/[ ]  1st Semester [ ]  2nd Semester

[ ]  Mentor principal/administrator mentor\*/[ ]  School year

A completed copy of this form and the log 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 (MOECS) and awarded after completion of a common evaluation and payment of fees, if applicable. For those who do not hold an MDE issued certificate/license listed right, you will be emailed a Certificate of Completion by the SCECH sponsor.

***\*Each Non-Traditional activity may only be used a max of 3 times toward certificate renewal within certificate renewal period. Only 25 SCECHs may be earned per semester/year for administrators.* Certificates/licenses that require a PIC when registering for SCECHs:**

* Provisional Certificate
* Provisional Temporary Teacher Employment Authorization
* Two-Year Extended Provisional Certificate
* Professional Education Certificate
* Professional Temporary Teacher Employment Authorization
* Advanced Professional Education Certificate
* Interim Teaching Certificate
* School Guidance Counselor License
* Preliminary Employment Authorization for School Guidance Counselor
* Temporary School Counselor Authorization
* Administrator Certification
* School Psychologist Certificate
* Occupational Certificate

(Type or Print)

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| --- | --- |
| Name      | Phone      |
| Email Address      |
| Name of School District Where Employed      | Name of School Where Assigned      |
| Name of Assignee      |
| Beginning Date of Activity      | Completion Date of Activity      |
| PIC (see below)       | [ ]  | Yes, I hold/have held a MI educator certificate/license above | [ ]  | No, I have never held a MI educator certificate/license listed above |
| **Personal Identification Code (PIC)** - ***REQUIRED*** to earn these SCECHs if you hold/have held a Michigan certificate/license listed above. If you hold/have held a Michigan certificate/license listed above and you don't know your PIC number, please contact your school as they will have this information or you can log on to MOECS to retrieve it. Credit will not be awarded if PIC is left blank.***PIC NOT REQUIRED*** if you have never been issued a Michigan educator certificate/license listed above - please be sure to check the appropriate box and complete remainder of form. |

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🞏 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. **The mentor log is attached and signed.**

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Building Principal/Superintendent Signature Date

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SCECH Coordinator’s Signature Date

Program Approval Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCECHs Awarded: \_\_\_\_\_\_\_\_\_\_

***Advisory:*** *It is a criminal offense to use or attempt to use a State Continuing Education Clock Hour (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 approval.*