State Continuing Education Clock Hours (SCECHs)

Supervision of Pre-Teaching/Mid-Tier/Pre-Service Student

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):

[ ] Supervision of Pre-Teaching Student/[ ]  1st Semester [ ]  2nd Semester

[ ] Supervision of Mid-Tier Student/[ ]  1st Semester[ ] 2nd Semester

[ ] Supervision of Pre-Service Student/[ ]  1st Semester [ ]  2nd Semester

**This form must be accompanied by a log recording the actual time spent with a student. This program offers a range of 3 to 15 SCECHs recorded on the log.**

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 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. A maximum of 15 SCECHs may be earned per semester.**

**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)

|  |  |
| --- | --- |
| 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 appropriate box and complete remainder of form. |

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Supervising Teacher 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. **The mentor log is attached and signed** and is 🞏 on file for review 🞏 on file with the teacher preparation institution.

**The Supervising Teacher has completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours with the student. (between 3-15 hours)**

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Building Principal or 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.*