**Program Agenda for**

**State Continuing Education Clock Hours (SCECHs)**

**★ = Required Field**

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| --- |
| **★** Program Information |
| **Program Title** | **Beginning Date** | **Ending Date** |
|  | **Click here to enter a date.** | **Click here to enter a date.** |
| **★ Event Location** |
| School/Business Name: |  | Address, City, State Zip: |  |
| **Agenda Information** | **Agenda (Day 1) – ★Date:**  |
| **Please complete the agenda information, using the following guidelines:*** If the agenda includes activities that total an uneven number of hours, you may include those partial hours rounding down to the nearest quarter hour. To figure out what that partial hour equals in hundredths, take the minutes over the full hours divided by 60. **Example:** A meeting that lasts 2 hours and 20 minutes: 20 ÷ 60 = .33 (round down to the nearest quarter hour.) That meeting would be worth 2.25 Total Contact Hours/SCECHs.
* **When calculating clock hours, do not count times on the agenda for:**  welcome, housekeeping**,** break, lunch *(must deduct a minimum of 30 minutes*), or working lunch.

The agenda must show specific training subjects. It must also include break times *(10-15 minute*s *for every 2.5 hour*s *of instruction)* and meal break(s) *(full day session*s *should include a 30-60 minute for lunch)*.  | **★ Clock Hours** | **★ Time** | **★ Agenda Topic** |
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| **★ Total Clock Hours for Day 1 =** |
| **Agenda (Day 2) – ★Date:**  | **Agenda (Day 3) – ★Date:**  |
| **★ Clock Hours** | **★ Time** | **★ Agenda Topic** | **★ Clock Hours** | **★ Time** | **★ Agenda Topic** |
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| **★ Total Clock Hours for Day 2 =** | **★ Total Clock Hours for Day 3 =** |
| **★ TOTAL Contact Hours (SCECHs) for this Program =**  |
| *Maximum number of hours available - Actual time used for instruction. Do* ***NOT*** *count welcome, breaks, lunch, dinner speeches, homework, preparation time, registration, or similar non-instructional activities.* |

**Submission**

**Please return this agenda to Melissa Perkins at Melissa.Perkins@monroeisd.us at the MCISD no *less* than 45 days prior to the first day of the program.**

**Questions?**

Contact Melissa Perkins at 734.322.2711 for questions.

**Advisory:**

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