State Continuing Education Clock Hours (SCECHs)

Mentor-Teacher/Counselor/Psychologist/Administrator

Participation Verification Form

This form must 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\* [ ]  School year

**This form must be accompanied by a log recording the actual time spent with the mentee.**

This original completed form & the mentor 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.

**\*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:**

* Standard Certificate
* Provisional Temporary Teacher Employment Authorization
* 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.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 log/evaluation/documentation, pertaining to the activity, has been reviewed.

**This documentation is:**

🞏 on file for review

🞏 on file with the teacher preparation institution.

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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 of Education approval.*