**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:*** Do not count partial hours and do not round up. (*If your program runs 5 hours, 45 minutes, you can only count 5 clock hours for a total 5 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 Jacqueline Seitz at Jacqueline.Seitz@monroeisd.us at the MCISD no *less* than 45 days prior to the first day of the program.**

**Questions?**

Contact Jacqueline Seitz 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.