

STATE CONTINUING EDUCATION CLOCK HOURS (SCECHs)

PARTICIPANT VERIFICATION FORM

Participation on an Approved School Committee

This form should be completed for eligible participants to receive State Continuing Education Clock Hours (SCECHs) for participation on an approved School Committee. If you have questions about committee approval, please verify with your Administrator.

Registrants must participate in 75% of the total number of meetings held. No less than six (6) meetings must be held and attended, before June 14, in order to qualify for SCECHs. 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. SCECHs are issued for participation in one committee activity per school year, regardless the number of committees on which a participant serves.

Required documentation – submitted as a packet in the following order:

- Cover Sheet** clearly identifying: district/building, title of the committee, and a list of all meeting dates held
- Participant Verification Form(s)** completed, signed, and organized alphabetically, by last name
- Meeting Agenda** for each scheduled meeting
- Attendance Verification** which may include: sign-in sheets from each meeting containing original signatures of all participants, an attendance master (signed by the committee chairperson), or meeting minutes from each meeting indicating participant attendance

The committee chairperson is responsible for filing complete, original forms with the GISD no later than June 14. Please submit the packet following the last scheduled meeting, but not later than June 14 to: Melissa Fleury, Education and Learning, GISD, 2413 West Maple Avenue, Flint, MI 48507-3493. Your SCECHs will be uploaded to the Michigan Online Educator Certification System (MOECS) and awarded after completion of a common evaluation. If you do not receive email notification within 15 days of submission, check with your SCECH Sponsor or the MOECS Help Desk.

PLEASE TYPE OR PRINT

Illegible or incomplete forms will not be processed.

NAME (First and Last) _____

EMAIL ADDRESS _____

PIC# (MANDATORY) _____

NAME OF SCHOOL DISTRICT WHERE EMPLOYED _____

NAME OF SCHOOL COMMITTEE _____

NUMBER OF MEETINGS SCHEDULED _____

NUMBER OF MEETINGS ATTENDED _____

DATE OF FIRST MEETING _____

DATE OF LAST MEETING _____

PARTICIPANT SIGNATURE _____

DATE _____

I certify the criteria to receive SCECHs for serving on a School Committee has been met.

COMMITTEE CHAIRPERSON SIGNATURE

DATE

RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

It is a criminal offense to use or attempt to use a 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.

GISD OFFICE USE ONLY

SCECH SPONSOR: Genesee Intermediate School District

NUMBER OF SCECHS AWARDED: 25

SCECH COORDINATOR SIGNATURE _____

DATE RECEIVED / DATE UPLOADED _____

