

STATE CONTINUING EDUCATION CLOCK HOURS (SCECHs)

PARTICIPANT VERIFICATION FORM

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

This form should be completed for eligible participants to receive State Continuing Education Clock Hours (SCECHs) for participation in the Supervision of Pre-Teaching/Mid-Tier/Pre-Service Student program. It must be accompanied by a log recording the actual time spent with the student. This program offers a range of 3 to 15 SCECHs recorded on the log.

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.

This original, completed form must be filed with the SCECH Sponsor **no more than 30 calendar days after the end of the semester**. 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. 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 WHERE ASSIGNED _____

NAME OF ASSIGNEE _____

BEGINNING DATE OF PROFESSIONAL ACTIVITY _____

COMPLETION DATE OF PROFESSIONAL ACTIVITY _____

SUPERVISING TEACHER SIGNATURE _____ **DATE** _____

I certify the criteria to receive SCECHs for the above activity has been met and the required documentation pertaining to the activity has been reviewed. This documentation is (check one):

- On file for review
- On file with the teacher preparation institution

The Supervising Teacher has completed (3 - 15) _____ hours with the student.

BUILDING PRINCIPAL/DISTRICT SUPERINTENDENT 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: 3 - 15

SCECH COORDINATOR SIGNATURE _____

DATE RECEIVED / DATE UPLOADED _____



Genesee Intermediate
School District