



### STATE CONTINUING EDUCATION CLOCK HOURS (SCECHs) PARTICIPANT VERIFICATION FORM

#### Supervision of Pre-Teaching/Mid-tier/Pre-Service Student – 1<sup>st</sup> Semester

This form must be completed for eligible participants to receive 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.***

A completed copy of this form 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 (MOCES) and awarded after completion of a common evaluation and payment of fees. **Submit completed SCECH form to SCECH@NorthwestEd.org.**

|   |  |
|---|--|
| Name                                    |  |
| Email Address                           | PIC                                      |
| 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:

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

The Supervising Teacher has completed \_\_\_\_\_ hours with the student.  
(between 3-15)

\_\_\_\_\_  
Building Principal/District Superintendent Signature Date

\_\_\_\_\_  
SCECH Coordinator Signature Date

\_\_\_\_\_  
SCECH Program Approval Number SCECHs Awarded

**Advisory:** 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