



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.

*****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. Only 25 SCECHs may be earned per year. SCECHs are issued for participation in one committee activity only per school year, regardless the number of committees on which a participant serves.***

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	PIC
Name of School District Where Employed	
Name of School Committee	
Number of Meetings Scheduled	Number of Meetings Attended
Beginning Date of School Committees	Completion Date of School Committees

Participant Signature

Date

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

Committee Chairperson Signature

Date

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.