



State Continuing Education Clock Hours (SCECHs) Supervising-Cooperating Teacher/School Counselor/School Psychologist Participation Verification Form

This form should be completed for eligible participants to receive SCECHs for participation in one of the following activities (please check one):

- I supervised:
- Cooperating Teacher*/ 1st Semester 2nd Semester
 - School Counselor*/ 1st Semester 2nd Semester
 - School Psychologist*/ 1st Semester 2nd 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 (MOECS) and awarded after completion of a common evaluation and payment of fees, if applicable. For those who do not hold an MDE issued certificate/license listed right, you will be emailed a Certificate of Completion by the SCECH sponsor. MDE no longer tracks SCECHs for non-MDE issued certificates/licenses.

***A maximum of 75 SCECHs earned in each activity in a five-year renewal period can be used toward certificate renewal.**

Certificates/licenses that require a PIC when registering for SCECHs:

- Provisional Certificate
- Provisional Temporary Teacher Employment Authorization
- Two-Year Extended Provisional Certificate
- Professional Education Certificate
- Professional Temporary Teacher Employment Authorization
- Advanced Professional Education Certificate
- Interim Teaching Certificate
- School Guidance Counselor License
- Preliminary Employment Authorization for School Guidance Counselor
- Temporary School Counselor Authorization
- Administrator Certification
- School Psychologist Certificate
- Occupational Certificate

(Type or Print)

Name		Phone	
Email Address			
Name of School District Where Employed			
Name of School Where Assigned			
Name of Assignee		Beginning Date of Activity	Completion Date of Activity
PIC (see below)	<input type="checkbox"/> Yes, I hold/have held a MI educator certificate/license above		<input type="checkbox"/> No, I have never held a MI educator certificate/license listed above
Personal Identification Code (PIC) - <u>REQUIRED</u> to earn these SCECHs if you hold/have held a Michigan certificate/license listed above. If you hold/have held a Michigan certificate/license listed above and you don't know your PIC number, please contact your school as they will have this information or you can log on to MOECS to retrieve it. Credit will not be awarded if PIC is left blank. <u>PIC NOT REQUIRED</u> if you have never been issued a Michigan educator certificate/license listed above - please be sure to check appropriate box and complete remainder of form.			

Mentor Signature Date

- I certify the criteria to receive SCECHs for the above activity has been met and the required evaluation/documentation pertaining to the activity has been reviewed. This documentation is
- on file for review on file with the teacher preparation institution.

Building Principal or Superintendent Signature Date

SCECH Coordinator's Signature Date

Program Approval Number: _____ SCECHs Awarded: _____

Advisory: *It is a criminal offense to use or attempt to use a State Continuing Education Clock Hour (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 approval.*