

SCECH PARTICIPANT VERIFICATION FORM FOR APPROVED MDE PROGRAMS

Please check one:

- IACET
 Teacher-to-Teacher (PAEC)

A completed copy of this form must be filed with the SCECH sponsor within 30 calendar days after the end date of the activity.

Your SCECHs will be uploaded to the Secure Central Registry (SCR). Once submitted, you will receive an email requesting you to log into the SCR to take an evaluation. SCECHs will be awarded to you via the Secure Central Registry once the evaluation has been completed and will be visible on your unofficial transcript.

You can locate your PIC number by contacting your district HR office, or following the instructions on our website at:
<http://www.resa.net/development/sbceu/>

****PRINT ALL INFORMATION – INCOMPLETE FORMS WILL BE RETURNED ****

Name: _____ Address/City/Zip: _____ _____	E-mail: _____ (Please provide email that is on file with SCR, if applicable) Personal Identification Code (PIC)#: _____ Phone Number: () _____
Program Title:	Number of SCECH(s) Requested:
Beginning Date of Program:	Completion Date of Program:
Name of School District Where Employed:	
Name of School Where Employed:	

Participant's Signature

Date

TO BE COMPLETED BY WAYNE RESA:

SB-CEU Coordinator's Signature

Date

Program Approval Number

Number of SCECH(s) Awarded

A COMPLETED COPY OF THIS FORM SERVES AS VERIFICATION OF SCECHs

Advisory: It is a criminal offense to use or attempt to use a State Board of Education Continuing Education Unit (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.

Include the following <u>REQUIRED</u> documentation when submitting your request: <ul style="list-style-type: none"> • <u>Original</u> Certificate of Attendance • Program brochure, fact sheet or announcement • \$25 Processing Fee 	Include \$25 processing fee (check payable to Wayne RESA) to: SCECH Program Services Wayne RESA 33500 Van Born Road Wayne, Michigan 48184
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