

WAYNE RESA STATE CONTINUING EDUCATION CLOCK HOURS PROGRAM SERVICES GUIDELINES

DEFINITIONS:

School/Academic Year: July - June

Semester/Term: School year is divided into semesters or terms

1ST SEMESTER: See Appropriate Non-Traditional Professional Development Activity for Timeline

2ND SEMESTER: See Appropriate Non-Traditional Professional Development Activity for Timeline

ADDITIONAL ELIGIBILITY CRITERIA:

- Applicants must be employed by a Wayne County public school district that is not an authorized SCECH Sponsor.
- Submit a completed SCECH Participant Verification form, requested documentation, and processing fee.

PLEASE NOTE:

- **If more than one member of the same committee is requesting SCECHs, we request ALL Verification forms and fees be submitted at one time with ONE set of documentation from the Chairperson of the committee.**
- **Please do not staple checks or cash to forms.**
- **All SCECH fees are non-refundable.**
- **LATE OR INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED.**

CONTACTS:

Please submit all documentation to:

SCECH Program Services

Wayne RESA

33500 Van Born Road

Wayne, MI 48184-2497

scech@resa.net

PROCESSING FEE:

\$10 processing fee - this fee is non-refundable. (check payable to Wayne RESA)

Mail to:

SCECH Program Services

Wayne RESA

33500 Van Born Road

Wayne, MI 48184-2497

Non-Traditional Professional Development Activities

A. Supervision of Student Teacher/Teacher Intern (maximum of 75 SCECHs earned in a five-year period can be used toward certificate renewal)

1. Criteria for Eligibility

- a. Twenty Five (25) SCECHs may be earned by a supervising teacher who supervises a student teacher/teacher intern for a university/college determined placement period of not less than eight weeks. You can only submit for ONE student teacher per semester.
- b. A supervising teacher must prepare and submit to the building principal and/or the teacher preparation institution's representative an evaluation of the student teacher/teacher intern's performance.
- c. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
- d. The contact log sheet MUST have dates covering an entire eight-week span.
- e. Must submit completed verification form, contact log sheet, and processing fee by the deadline.

B. New Teacher Mentor (maximum of 75 SCECHs earned in a five-year period can be used toward certificate renewal)

1. Criteria for Eligibility

- a. Twenty Five (25) SCECHs may be earned for serving as a mentor teacher to a new teacher for at least a full semester of an academic year. You can only submit for ONE mentee per semester.
- b. A new teacher mentor must submit to the building principal an evaluation of the mentoring process for the application period.
- c. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
- d. The contact log sheet MUST have dates covering an entire semester (Sept thru Jan/Jan thru June) and be signed by the building principal.
- e. Must submit completed verification form, contact log sheet, and processing fee by the deadline.

C. Supervision of School Counselor Internship (maximum of 75 SCECHs earned in a five-year period can be used toward certificate renewal)

1. Criteria for Eligibility

- a. Twenty-five (25) SCECHs may be earned for supervising a school counselor intern for a full placement period of not less than eight weeks. **You can only submit for ONE internship per semester.**
- b. A supervising counselor must provide documentation of being assigned to serve as a supervising counselor to the building principal along with an evaluation of the supervision process for the application period.
- c. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
- d. The contact log sheet **MUST** have dates covering an entire eight-week span.
- e. Must submit completed verification form, contact log, and processing fee by the deadline.

D. School Counselor Mentor (maximum of 75 SCECHs earned in a five-year period can be used toward certificate renewal)

1. Criteria for Eligibility

- a. Twenty-five (25) SCECHs may be earned for serving as a mentor teacher to a new teacher for at least a full semester of an academic year. You can only submit for ONE mentee per semester.
- b. A new teacher mentor must submit to the building principal an evaluation of the mentoring process for the application period.
- c. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
- d. The contact log sheet **MUST** have dates covering an entire semester (Sept thru Jan/Jan thru June) and be signed by the building principal.
- e. Must submit completed verification form, contact log, and processing fee by the deadline.

E. Supervision of School Psychologist Required Practicum/Internship (maximum of 75 SCECHs earned in a five-year period can be used toward certificate renewal)

1. Criteria for Eligibility

- a. Twenty-five (25) SCECHs may be earned for supervising a preliminary school psychologist certificate holder for not less than eight weeks. You can only submit for ONE internship per semester.
- b. A supervising psychologist must provide documentation of being assigned to serve as a supervising school psychologist to the building principal along with an evaluation of the supervision process for the application period.
- c. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
- d. The contact log sheet MUST have dates covering an entire eight-week span.
- e. Must submit completed verification form, contact log, and processing fee by the deadline.

F. School Psychologist Mentor (maximum of 75 SCECHs earned in a five-year period can be used toward certificate renewal)

1. Criteria for Eligibility

- a. Twenty-five (25) SCECHs may be earned for serving as a mentor to a new school psychologist for at least a full semester of an academic year. You can only submit for ONE mentee per semester.
- b. A school psychologist mentor must submit to the building principal an evaluation of the mentoring process for the application period.
- c. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
- d. The contact log sheet MUST have dates covering an entire semester (Sept thru Jan/Jan thru June) and be signed by the building principal.
- e. Must submit completed verification form, contact log, and processing fee by the deadline.

G. Supervision of Pre-Teaching/Mid-tier/Pre-Service Student (maximum of 75 SCECHs earned in a five-year period can be used toward certificate renewal)

1. Criteria for Eligibility

- a. A teacher may earn up to fifteen (15) SCECHs for supervising a higher education student doing their Pre-teaching/Mid-Tier/Pre-Service observation.
- b. A supervisor for a Pre-Teaching/Mid-Tier/Pre-Service Student must provide documentation of being assigned to serve as a supervising Pre-Teaching/Mid-Tier/Pre-Service Student to the building principal for the application period.
- c. All supervisory hours must be documented by keeping a log of activities and contact with student.
- d. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
- e. Must submit completed verification form, contact log, and processing fee by the deadline.

H. New Principal/Administrator Mentor (maximum of 75 SCECHs earned in a five-year period can be used toward certificate renewal)

1. Criteria for Eligibility

- f. An assigned mentoring principal/administrator must mentor for at least a full school year. You can only submit for ONE mentee per school year.
- g. A new principal/administrator mentor must submit to the superintendent for evaluation the goals, objectives, and an evaluation of the mentoring process for the application period.
- h. Twenty-five (25) SCECHs may be earned for a full school year.
- i. The signature of the district superintendent on the verification form will serve as confirmation of the successful completion of the mentoring assignment.
- j. The contact log sheet MUST have dates covering the entire school year (Sept – June) and be signed by the district superintendent.
- k. Must submit completed verification form, contact log, and processing fee by the deadline.

I. Serving on a K-12 School Improvement Team (maximum of 75 SCECHs earned in a five-year period can be used toward certificate renewal)

(This includes NCA, Steering Committees, and School Improvement Teams)

1. Criteria for Eligibility

- a. Twenty-five (25) SCECHs may be awarded for participation on a School Improvement Team for a full school year. **You may only submit for ONE school improvement team per school year, regardless of where it was served (school/district/county).**
- b. The candidate must be an active member of the local or intermediate school board approved Public Act 25 School Improvement Team.
- c. The committee **must meet a minimum of six times during the school year.**
- d. Participants **must have verified attendance at a minimum of ¾ of the scheduled committee meetings, but not less than six meetings**, to be eligible for SCECHs.
- e. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
- f. **Must submit copies of all meeting agendas AND attendance verification sheets (or sign-in sheets) signed by the team chairperson) and processing fee by the deadline.**

II. School Committee Meetings (maximum of 75 SCECHs earned in a five-year period can be used toward certificate renewal)

(This includes PBS, PLCs, and all department/curriculum specific committees)

1. Criteria for Eligibility

- a. Twenty-five (25) SCECHs may be earned for a full school year. Partial credit is not allowed. An applicant cannot earn more than 25 SCECHs per school year, regardless of the number of different assigned committees. Mixing and matching of committee meetings is not allowed. **You may only submit for ONE school committee per school year, regardless of where it was served (school/district/county).**
- b. School committees **must meet a minimum of six times during the school year.**
- c. Participants **must have verified attendance at a minimum of ¾ of the scheduled committee meetings, but not less than six meetings**, to be eligible for SCECHs.
- d. The signature of the committee chairperson on the verification form will provide verification of the successful completion of the committee's activities.
- e. **Must submit copies of all meeting agendas AND attendance verification sheets (or sign-in sheets) signed by the team chairperson) and processing fee by the deadline.**