

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

Participation on an Approved School Improvement Team

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

- Member of school's approved Public Act 25 school improvement team.**
- Member of school district's approved Public Act 25 school improvement team.**

****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 only one school improvement team per school year, regardless the number of school improvement teams 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. All documents must be received by 7/16/2020.**

PRINT ALL INFORMATION - INCOMPLETE FORMS WILL BE RETURNED

Name	
Email Address	PIC
Name of School Improvement Team	
Name of School District and Building Where Assigned	
Number of Meetings Scheduled	Number of Meetings Attended
Beginning Date of Professional Activity	Completion Date of Professional Activity

Participant Signature

Date

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

School Improvement Team Chairperson Signature

Date

- Participant provided with completed copy.

SCECH Coordinator Signature

Date

20193327

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.

Include the following **REQUIRED** documentation when submitting your request:

- Copies of meeting agendas **AND** attendance verification sheets (signed by the team chairperson) or sign-in sheets.
- \$10 processing fee - *this fee is non-refundable.* Please be sure you meet the eligibility requirements prior to submission.

**Include \$10 processing fee (check payable to Wayne RESA) to:
SCECH Program Services
Wayne RESA
33500 Van Born Road
Wayne, MI 48184-2497**

K-12 School Improvement Team Meetings

All educators may earn SCECHs for participation in School Improvement Team meetings, if the team has been approved as a Public Act 25 School Improvement Team.

- a. The candidate must be an active member of the local or intermediate school board approved Public Act 25 School Improvement Team.
- b. Participants must have verified attendance at $\frac{3}{4}$ of the scheduled meetings, but not less than six meetings, to be eligible for SCECHs.
 1. No mixing and matching of team meetings.
 2. If nine meetings are scheduled, six meetings must be attended.
 3. If twelve meetings are scheduled, nine must be attended, etc.
- c. Participants can only earn 25 SCECHs per school year, regardless of the number of teams on which they participate.
- d. Attendance must be verified and signed by the team chairperson for each meeting. The chairperson must submit to the SCECH Coordinator, no later than 30 calendar days from the end date of the program year, the complete packet of meeting agendas and either sign in/out (with original signatures of participants) or minutes of meetings as verification of attendance (attendance list included in minutes must be signed by chairperson for verification). The Coordinator must keep the original documentation in the SCECH file. School personnel keep the copies.
- e. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.
- f. The program approval file must include the printed approved program, agenda for each meeting, sign in/out sheets or signed minutes which include attendance for each meeting, and verification form signed by the appropriate individual.
- g. This non-traditional activity may only be used a maximum of three (3) times toward certificate renewal within an educator's certificate renewal period.