

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

**Mentor Teacher – Counselor – Psychologist - Administrator**

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Serving as a mentor teacher**                     | <input type="checkbox"/> 1 <sup>st</sup> Semester | <input type="checkbox"/> 2 <sup>nd</sup> Semester |
| <input type="checkbox"/> Serving as a mentor school counselor**            | <input type="checkbox"/> 1 <sup>st</sup> Semester | <input type="checkbox"/> 2 <sup>nd</sup> Semester |
| <input type="checkbox"/> Serving as a mentor school psychologist**         | <input type="checkbox"/> 1 <sup>st</sup> Semester | <input type="checkbox"/> 2 <sup>nd</sup> Semester |
| <input type="checkbox"/> Serving as a new principal/administrator mentor** | <input type="checkbox"/> School year              |   |

**\*\*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 semester/year for administrators.**

**All documents for: 1st semester must be received by 2/6/2020 and for 2nd semester must be received by 7/16/2020.**

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

Name	
Email Address	PIC
Name of School District Where Employed	
Name of School Where Assigned	
Name of Assignee	
Beginning Date of Professional Activity	Completion Date of Professional Activity

\_\_\_\_\_  
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.

\_\_\_\_\_  
Building Principal/District Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SCECH Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SCECH 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:

- Completed Contact Log Sheet
- \$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**

## **New Teacher Mentor**

### Criteria for Eligibility:

- a. A teacher may earn twenty-five (25) SCECHs for serving as a mentor to a new teacher.
- b. Mentorship must take place for at least a full semester of an academic year.
- c. A teacher mentor must submit to the building principal an evaluation and a log of time spend with the student during the mentoring process for the application period.
- d. The building principal must sign the verification form and the log of time spend with the student, to provide verification of the successful completion of the assignment.
- e. The signed verification form and log must be received by the local SCECH Coordinator a maximum of 30 days after assignment has been completed.
- f. This non-traditional activity may only be used a maximum of three (3) times toward certificate renewal within an educator's certificate renewal period.