

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

Supervision of Pre-Teaching/Mid-tier/Pre-Service Student

This form must be completed for eligible participants to receive SCECHs for participation in the Supervision of Pre-Teaching/Mid-tier/Pre-Service Student program. It must be accompanied by a log recording the actual time spent with the student. This program offers a range of 3 to 15 SCECHs recorded on the log.

****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. A maximum of 15 SCECHs may be earned per 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.**

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

Supervising Teacher Signature

Date

I certify the criteria to receive SCECHs for the above activity has been met and the required documentation pertaining to the activity has been reviewed. This documentation is:

on file for review on file with the teacher preparation institution

The Supervising Teacher has completed _____ hours with the student.
(between 3-15)

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**

Supervision of Pre-Teaching/Mid-tier/Pre-Service Student

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 building principal must sign the verification form, which includes a log of time spent 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.
- a. This non-traditional activity may only be used a maximum of three (3) times toward certificate renewal within an educator's certificate renewal period.