



## 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.**

Your SCECHs will be uploaded to the Michigan Online Educator Certification System (MOCES) and awarded after completion of a common evaluation and payment of fees. **Submit completed SCECH form to SCECH@NorthwestEd.org.**

Name	
Email Address	PIC
Name of School District Where Employed	
Name of School 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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.