



Macomb Center for State Continuing Education Clock Hours

State Continuing Education Clock Hours (SCECHs)  
 PARTICIPANT VERIFICATION FORM FOR  
 MENTOR TEACHER / SUPERVISOR TEACHER

This form must be completed for eligible participants to receive State Continuing Education Clock Hours (SCECHs) for participation in one of the following activities: *(please check one)*

- Serving as mentor teacher (Mentoring must occur for a FULL semester).
- Serving as a supervising teacher to a student teacher (Supervising must be for a placement period of no less than 8 weeks).

**IMPORTANT –READ CAREFULLY:** Please review thoroughly. Outdated or incorrect paperwork will be returned to participants, resulting in delays or forfeiture of SCECHs for this activity. Participants can earn twenty five SCECHs as a Mentor Teacher OR Supervising Teacher to a Student Teacher. Only one mentor teacher/supervising teacher for participant is allowed for each semester. Participants cannot earn more than seventy five SCECHs in a five year period for either activity. Supervising teacher must supervise intern/student teacher not less than 8 weeks, or supervising a new teacher mentor for a full semester. Must submit this verification form, \$10 processing fee (payable to MISD) and a letter from the principal (on school letterhead) stating the name of the teacher, the time frame and your performance. Spring semester paperwork can be returned in June but will not be uploaded until after June 30 but before July 31 of current year. Fall semester paperwork can be returned in December but will not be uploaded until after December 31 but before January 31 of current year. SCECHs for this activity are only available to Macomb County educators. Complete instructions can be found at <http://www.misd.net/scech/index.html>. A completed copy of this form serves as confirmation of participant. No documentation will be mailed to the participant. SCECHs will be uploaded to the Secure Central Registry (SCR) at [www.michigan.gov/moecs](http://www.michigan.gov/moecs).

Name		PIC (Personal Identification Code)	
Email address (PLEASE write clearly and use only ONE EMAIL ADDRESS)			
Applicants street address	City	ZIP	
Name of school district / building where employed			
Name of new/student teacher		<input type="checkbox"/> New teacher <input type="checkbox"/> Student teacher	
MUST COMPLETE SEPARATE FORM for SPRING SEMESTER (January to June) OR FALL SEMESTER (September to December)			
Check one:			
<input type="checkbox"/> Spring Semester (January to June)		<input type="checkbox"/> Fall Semester (September to December)	
Beginning date of professional activity		Completion date of professional activity	

**Advisory:** It is a criminal offense to use or attempt to use a State Continuing Education Clock Hours (SCECHs) transcript or certificate of completion that is fraudulently obtained, altered, or forged to obtain and/or maintain school administrator, teacher and/or school psychologist certificate or their State Board approval.

\_\_\_\_\_  
 Mentor/supervising teacher's signature date

I certify the criteria to receive SCECHs for the above activity have been met.	date
Building principal's signature	date
<input type="checkbox"/> Teacher provided with completed copy	

More information on Non-Traditional Activities can be found at <http://www.misd.net/scech/index.html>