

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

Participation on an Approved School Committee

This form should be completed for eligible participants to receive State Continuing Education Clock Hours (SECHs) for participation on an approved School Committee. If you have questions about committee approval, please verify with your Administrator.

****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 one committee activity only per school year, regardless the number of committees 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, if applicable.

(Type or Print)

Name	
Email	PIC
Name of School District Where Employed	
Name of School Committee	
Number of Meetings Scheduled	Number of Meetings Attended
Beginning Date of School Committees	Completion Date of School Committees

Participant Signature

Date

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

Committee Chairperson 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.

School Committee Meetings

All educators may earn SCECHs for participation in School Committee meetings. The School Committee must be a school recognized committee consisting of educators employed by the school, who are collaborating on topics related to data and assessment, student achievement, instructional strategies, and curriculum improvement.

- a. School committees must meet a minimum of six times during the school year.
- 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 school committees on which they participate.
- d. Attendance must be verified and signed by the committee chairperson for each meeting. The chairperson must submit to the SCECH Coordinator, no later than 30 calendar days from the end date of the training, the complete packet of meeting agendas and either sign in/outs (with original signatures of participants) **or** minutes of meetings which include attendance 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 record. School personnel keep the copies.
- e. The signature of the committee chairperson on the verification form will provide verification of the successful completion of the committee's activities.
- f. The program approval file must include the printed program approval or email, agenda for each meeting, sign in/out sheets or signed minutes 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.