



Macomb Center for State Continuing Education Clock Hours

State Continuing Education Clock Hours (SCECHs)
 PARTICIPANT VERIFICATION FORM FOR
 NEW PRINCIPAL / ADMINISTRATOR MENTOR

This form must be completed for eligible participants to receive State Continuing Education Clock Hours (SCECHs) for participation in the New Principal / Administrator Mentor activity. It must be accompanied by a log recording the actual time spent with the student, signed by the Superintendent.

IMPORTANT –READ CAREFULLY: Please review thoroughly. Outdated or incorrect paperwork will be returned to participant, resulting in delays or forfeiture of SCECHs for this activity. Participants can earn twenty five SCECHs as a New Principal / Administrator Mentor. This program offers 25 SCECHs for each school year, but participants cannot earn more than 75 SCECHS for this activity within a five year period. Participants must submit this verification form, \$10 processing fee (payable to MISD) and a letter from the superintendent listing the evaluation of the goals, objectives and an evaluation of the mentoring process for the application period. The superintendent must sign this form and the participant must also have a record of the log of time spent with the student, signed by the superintendent, to provide verification of the successful completion of the assignment. 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.

Name		PIC (Personal Identification Code, mandatory)	
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 School where assigned:			
Name of assignee:			
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.

 New Principal / Administrator Mentor signature _____
date

I certify the criteria to receive SCECHs for the above activity have been met. Superintendent's signature <input type="checkbox"/> Teacher provided with completed copy	_____ date
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More information on Non-Traditional Activities can be found at <http://www.misd.net/scech/index.html>