STATE CONTINUING EDUCATION CLOCK HOURS (SCECHs)
PARTICIPANT VERIFICATION FORM

Mentor Teacher – Counselor – Psychologist - Administrator

This form should be completed for eligible participants to receive SCECHs for participation in one of the following activities (please check one):

☐ Serving as a mentor teacher**  ☐ 1st Semester ☐ 2nd Semester
☐ Serving as a mentor school counselor**  ☐ 1st Semester ☐ 2nd Semester
☐ Serving as a mentor school psychologist**  ☐ 1st Semester ☐ 2nd Semester
☐ Serving as a new principal/administrator mentor**  ☐ School year

**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 semester/year for administrators.

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 MOECS and awarded after completion of a common evaluation and payment of fees, if applicable.

(Type or Print)

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

Mentor Signature ____________________________ Date ____________________________

☐ I certify the criteria to receive SCECHs for the above activity has been met and the required evaluation/documentation pertaining to the activity has been reviewed. This documentation is on file for review.

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.
New Teacher Mentor
Criteria for Eligibility:
   a. A teacher may earn twenty-five (25) SCECHs for serving as a mentor to a new teacher.
   b. Mentorship must take place for at least a full semester of an academic year.
   c. A teacher mentor must submit to the building principal an evaluation and a log of time spend with the student during the mentoring process for the application period.
   d. The building principal must sign the verification form and the log of time spend 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.
   f. This non-traditional activity may only be used a maximum of three (3) times toward certificate renewal within an educator’s certificate renewal period.