

## 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 **Only ONE Semester**):

- Serving as a mentor teacher\*\*       1<sup>st</sup> Semester    **OR**     2<sup>nd</sup> Semester
- Serving as a mentor school counselor\*\*     1<sup>st</sup> Semester     2<sup>nd</sup> Semester
- Serving as a mentor school psychologist\*\*     1<sup>st</sup> Semester     2<sup>nd</sup> 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

**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.