

STATE CONTINUING EDUCATION CLOCK HOURS (SCECHs) PARTICIPANT VERIFICATION FORM FOR 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):

- | | | |
|--|---|---|
| <input type="checkbox"/> Serving as a mentor teacher** | <input type="checkbox"/> 1 st Semester | <input type="checkbox"/> 2 nd Semester |
| <input type="checkbox"/> Serving as a mentor school counselor** | <input type="checkbox"/> 1 st Semester | <input type="checkbox"/> 2 nd Semester |
| <input type="checkbox"/> Serving as a mentor school psychologist** | <input type="checkbox"/> 1 st Semester | <input type="checkbox"/> 2 nd Semester |
| <input type="checkbox"/> Serving as a new principal/administrator mentor** | <input type="checkbox"/> School year | |

**** A maximum of 75 SCECHs earned in each activity in a five-year renewal period can be used toward certificate renewal.**

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 Secure Central Registry 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's Signature/District Superintendent Date

SCECH Coordinator's Signature Date

SCECH Program Approval Number SCECHs Awarded

Advisory: It is a criminal offense to use or attempt to use a SB-CEU/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.