

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

***\*\*A maximum of 75 SCECHs earned in this activity in a five-year renewal period can be used toward advanced certificate and/or administrator renewal.\*\* 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 Secure Central Registry 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's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Committee Chairperson's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Approval Number

\_\_\_\_\_  
SCECHs Awarded

**Advisory: It is a criminal offense to use or attempt to use a State Board of Education Continuing Education Unit (SB-CEU) 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 approval.**