

**STATE CONTINUING EDUCATION CLOCK HOURS (SCECHs) PARTICIPANT
VERIFICATION FORM
FOR PARTICIPATION ON AN
APPROVED SCHOOL IMPROVEMENT TEAM**

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

- Member of school's approved Public Act 25 school improvement team.**
- Member of school district's approved Public Act 25 school improvement team.**

****A maximum of 75 SCECHs earned in each activity in a five-year renewal period can be used toward advanced certificate and/or administrator renewal.** SCECHs are issued for participation in one school improvement activity only per school year, regardless the number of school improvement teams 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.**

(Type or Print)

Name	
Email Address	PIC
Name of School District Where Employed	
Name of School Where Assigned	
Number of Meetings Scheduled	Number of Meetings Attended
Beginning Date of Professional Activity	Completion Date of Professional Activity

Participant's Signature

Date

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

School Improvement Team Chairperson's Signature

Date

- Participant provided with completed copy.

SCECH Coordinator's Signature

Date

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 approval.