

Participant Verification Form

MENTOR

This form is not required but may be used to collect information to award State Continuing Education Clock Hours (SCECH) for participation in 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 | |

The amount of SCECHs awarded and number of times this activity may be used by an individual is decided by the district.

If this form is used by the SCECH sponsor to collect information, a completed copy should be submitted to the coordinator and placed in the proper program file no more than 30 calendar days after the end-date of the activity. A log noting the number of hours spent in this activity should accompany this form in the program file.

SCECHs will be uploaded to the Michigan Online Educator Certification System (MOECS) and awarded after completion of the program evaluation.

(Type or Print)

Name:	
Email Address:	PIC:
Name of School District Where Employed:	
Name of School Where Assigned:	
Name of Assignee:	
Beginning Date of Activity:	Completion Date of Activity:

Mentor Signature

Date

- I certify the criteria to receive SCECHs for the above activity has been met and the required documentation has been reviewed and is on file.

Building Principal/District Superintendent Signature

Date

Coordinator Signature

Date

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.