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 (SCEHs) 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)

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Name of School District Where Employed

Name of School Committee

Number of Meetings Scheduled | Number of Meetings Attended

Beginning Date of School Committee | Completion Date of School Committee

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.