

Non Traditional SCECH Programs

Submit completed SCECH form to Northwest Education Services

Attention: SCECH Coordinator.

The following describes the non-traditional school-based program requirements and criteria for eligibility:

****SCECHs for each school-based non-traditional activity may only be used a maximum of three (3) times toward certificate renewal within an educator's certificate renewal period.****

Supervision of Student Teacher/Teacher Intern

Criteria for Eligibility:

- a. A teacher who supervises a student/intern teacher for a determined placement period of not less than eight weeks may earn twenty-five (25) SCECHs.
- b. A supervising teacher must coach and provide feedback to the student/intern teacher, in accordance with the teacher preparation institution's policies.
- c. A supervising teacher must submit to the building principal and/or the teacher preparation institution's representative formal evaluations of the student teacher/teacher intern's performance.
- d. The building principal must sign the verification form to provide verification of the successful completion of the assignment.
- e. The signed verification form must be received by the local SCECH Coordinator a maximum of 30 days after assignment has been completed.

Supervision of School Counselor Internship

Criteria for Eligibility:

- a. A school counselor may earn twenty-five (25) SCECHs for supervising a school counselor intern for a full placement period of not less than 8 weeks.

- b. A supervising school counselor must provide documentation of being assigned to serve as a supervising counselor to the building principal along with an evaluation of the supervision process for the application period.
- c. The building principal must sign the verification form to provide verification of the successful completion of the assignment.
- d. The signed verification form must be received by the local SCECH Coordinator a maximum of 30 days after assignment has been completed.

Supervision of School Psychologist Required Practicum/Internship

Criteria for Eligibility:

- a. A school psychologist may earn twenty-five (25) SCECHs for supervising a school psychologist practicum/internship for a full placement period of not less than eight (8) weeks.
- b. A supervising school psychologist must provide documentation of being assigned to serve as a supervising school psychologist to the building principal along with an evaluation of the supervision process for the application period.
- c. The building principal must sign the verification form to provide verification of the successful completion of the assignment.
- d. The signed verification form must be received by the local SCECH Coordinator a maximum of 30 days after assignment has been completed.

Supervision of Pre-Teaching/Mid-tier/Pre-Service Student

Criteria for Eligibility:

- a. A teacher may earn up to fifteen (15) SCECHs for supervising a higher education student doing their Pre-Teaching/Mid-tier/Pre-Service observation.
- b. A supervisor for a Pre-Teaching/Mid-tier/Pre-Service Student must provide documentation of being assigned to serve as a supervising Pre-Teaching/Mid-tier/Pre-Service Student to the building principal for the application period.
- c. All supervisory hours must be documented by keeping a log of activities and contact with student.

d. The building principal must sign the verification form, which includes a log of time spent with the student, to provide verification of the successful completion of the assignment.

e. The signed verification form and log must be received by the local SCECH Coordinator a maximum of 30 days after assignment has been completed.

New Teacher Mentor

Criteria for Eligibility:

a. A teacher may earn twenty-five (25) SCECHs for serving as a mentor to a new teacher.

b. Mentorship must take place for at least a full semester of an academic year.

c. A teacher mentor must submit to the building principal an evaluation and a log of time spend with the student during the mentoring process for the application period.

d. The building principal must sign the verification form and the log of time spend with the student, to provide verification of the successful completion of the assignment.

e. The signed verification form and log must be received by the local SCECH Coordinator a maximum of 30 days after assignment has been completed.

School Counselor Mentor

Criteria for Eligibility:

a. A school counselor may earn twenty-five (25) SCECHs for serving as a mentor to a new school counselor for at least a full semester of an academic year.

b. A school counselor must submit to the building principal an evaluation and a log of time spend with the student during the mentoring process for the application period.

c. The building principal must sign the verification form and the log of time spend with the student, to provide verification of the successful completion of the assignment.

d. The signed verification form and log must be received by the local SCECH Coordinator a maximum of 30 days after assignment has been completed.

School Psychologist Mentor

Criteria for Eligibility:

a. A school psychologist may earn twenty-five (25) SCECHs for serving as a mentor to a preliminary school psychologist certificate holder for at least a full semester of an academic year.

b. A school psychologist mentor must submit to the building principal an evaluation and a log of time spend with the student during the mentoring process for the application period.

c. The building principal must sign the verification form and the log of time spend with the student, to provide verification of the successful completion of the assignment.

d. The signed verification form and log must be received by the local SCECH Coordinator a maximum of 30 days after assignment has been completed.

New Principal/Administrator Mentor

Criteria for Eligibility:

a. A principal/administrator may earn twenty-five (25) SCECHs for mentoring a new principal/administrator for a full school year.

b. An assigned mentoring principal/administrator must mentor for at least a full school year.

c. A new principal/administrator mentor must submit to the superintendent for evaluation the goals, objectives, and an evaluation of the mentoring process for the application period.

d. The district superintendent must sign the verification form and the log of time spend with the student, to provide verification of the successful completion of the assignment.

e. The signed verification form and log must be received by the local SCECH Coordinator a maximum of 30 days after assignment has been completed.

K-12 School Improvement Team Meetings

All educators may earn SCECHs for participation in School Improvement Team meetings, if the team has been approved as a Public Act 25 School Improvement Team.

a. The candidate must be an active member of the local or intermediate school board approved Public Act 25 School Improvement Team.

b. Participants must have verified attendance at $\frac{3}{4}$ of the scheduled meetings, but not less than six meetings, to be eligible for SCECHs.

1. No mixing and matching of team meetings.
2. If nine meetings are scheduled, six meetings must be attended.
3. If twelve meetings are scheduled, nine must be attended, etc.

c. Participants can only earn 25 SCECHs per school year, regardless of the number of teams on which they participate.

d. Attendance must be verified and signed by the team chairperson for each meeting. The chairperson must submit to the SCECH Coordinator, no later than 30 calendar days from the end date of the program year, the complete packet of meeting agendas and either sign in/out (with original signatures of participants) or minutes of meetings as verification of attendance (attendance list included in minutes must be signed by chairperson for verification). The Coordinator must keep the original documentation in the SCECH file. School personnel keep the copies.

e. The signature of the building principal on the verification form will provide verification of the successful completion of the professional development assignment.

f. The program approval file must include the printed approved program, agenda for each meeting, sign in/out sheets or signed minutes which include

attendance for each meeting, and verification form signed by the appropriate individual.

School Committee Meetings

All educators may earn SCECHs for participation in School Committee meetings. The School Committee must be a school recognized committee consisting of educators employed by the school, who are collaborating on topics related to data and assessment, student achievement, instructional strategies, and curriculum improvement.

- a. School committees must meet a minimum of six times during the school year.
- b. Participants must have verified attendance at $\frac{3}{4}$ of the scheduled meetings, but not less than six meetings, to be eligible for SCECHs.
 1. No mixing and matching of team meetings.
 2. If nine meetings are scheduled, six meetings must be attended.
 3. If twelve meetings are scheduled, nine must be attended, etc.
- c. Participants can only earn 25 SCECHs per school year, regardless of the number of school committees on which they participate.
- d. Attendance must be verified and signed by the committee chairperson for each meeting. The chairperson must submit to the SCECH Coordinator, no later than 30 calendar days from the end date of the training, the complete packet of meeting agendas and either sign in/outs (with original signatures of participants) or minutes of meetings which include attendance as verification of attendance (attendance list included in minutes must be signed by chairperson for verification). The Coordinator must keep the original documentation in the SCECH record. School personnel keep the copies.
- e. The signature of the committee chairperson on the verification form will provide verification of the successful completion of the committee's activities.
- f. The program approval file must include the printed program approval or email, agenda for each meeting, sign in/out sheets or signed minutes for each meeting, and verification form signed by the appropriate individual.