TO: COOR Area Building Administrators

 Professional Development Program Monitors

FROM: Shannon Rea, SCECH & Continuing Education Coordinator

DATE: August 8, 2017

RE: SCECHs for year-long meetings and semester mentorships

COOR ISD will once again act as a sponsor for local agencies to offer State Continuing Education Clock Hours (SCECH) for professional development events. If you would like to offer SCECHs for your next Professional Development Workshop, contact me as-soon-as possible. There is a 30-day application process after the agenda has been finalized and sent to COOR ISD. There have been new categories added this year. The applicable forms and criteria for eligibility are posted on our [website](http://www.coorisd.net/instructional-services/prof-dev/scech-information/). Please share this updated information with your staff.

Meeting chairpersons/program monitors are asked to maintain sign-in sheets and agendas from each meeting for the year-long categories. All documentation, as listed below, will be submitted to me at COOR ISD, no later than 30 calendar days from the end of the last meeting date. It is best if I can start uploading the data in mid-May, as soon as your meetings are over. **There is a January 26th deadline for the first semester applicable categories.**

If your school plans to offer SCECHs for such meetings, please send me the list of scheduled meeting dates by **October 27th.**

**School Committee Meetings and School Improvement Teams**:

25 SCECHs (equivalent to 1 University Credit Hour)

Please note: **Each person is limited to 75 SCECHs in this category per renewal period**.

* **List of meeting dates for the full year**-Committee meetings must have met a minimum of six times per school year. Participants must have attended all six or, if eight or more are scheduled, attend ¾ of all scheduled meetings. If there are 12 meetings, minimum is 9.
* **Agenda for each meeting-**Minutes not necessary.
* **Sign-in Sheets**-Sign-in sheets must be ***original*** and include program name, place, date, name of chairperson/program monitor, participants’ names clearly printed, participant signatures and dated by meeting chairperson/program monitor.
* **List of eligible participants** who attended **¾ of scheduled meetings;** **not less than *six*** *(checklist available).* Please closely monitor this. It **MUST** be ¾ of scheduled meetings.
* **Participant Verification Form**-Complete one for each participant desiring SCECH credit
* **SCECH Fee**-Each participant desiring SCECH credit should submit $5.00 at the end of the semester or year. Cash or checks made payable to COOR ISD will be accepted.

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

15 SCECHs

Due January 26, 2018 for 1st Semester

* **Participant Verification Form**-Complete one for each participant desiring SCECH credit. Required form attached. Program monitor signature indicates that all requirements were met for this activity.
* **Clock Hour Fee**-Each participant desiring SCECH credit should submit $5.00 at the end of the semester. Cash or checks made payable to COOR ISD will be accepted.
* **Log of Supervisory Hours-**a log of the time spent with the student must be submitted.

**Supervision of Student Teaching**

25 SCECHs

Due January 26, 2018 for 1st Semester

* **Participant Verification Form**-Complete one for each participant desiring SCECH credit. Required form attached. Program monitor signature indicates that all requirements were met for this activity.
* **Clock Hour Fee**-Each participant desiring SCECH credit should submit $5.00 at the end of the semester. Cash or checks made payable to COOR ISD will be accepted.
* **Written evaluation of the student teacher or mentee** discussing points of improvement made over the semester.

**New Teacher Mentor/New Counselor Mentor/Supervision of School Counselor Internship**

25 SCECHs

Due January 26, 2018 for 1st Semester

* **Participant Verification Form**-Complete one for each participant desiring SCECH credit. Required form attached. Program monitor signature indicates that all requirements were met for this activity.
* **Clock Hour Fee**-Each participant desiring SCECH credit should submit $5.00 at the end of the semester. Cash or checks made payable to COOR ISD will be accepted.
* **Written evaluation of the new teacher or mentee** discussing points of improvement made over the semester.
* Do not use forms or guidelines from previous years. Please use the updated forms for 2017-2018. Duplicate attached forms as needed. The forms can also be found here

<http://www.coorisd.net/instructional-services/prof-dev/scech-information/>

* Please note that participants may be eligible to earn another 25 SCECH’s for the 2nd semester, but they are limited to 75 SCECHs in each category per renewal period.
* **SCECHs CANNOT be processed if the PIC # is missing from the verification form.**
* Please note there are also Psychologist SCECH opportunities. Please refer to the forms on the COOR website for more information.

All required forms are listed on our website. For information on the recently added categories, please refer to our website as well.

Please contact me if you have any questions.