

# State Continuing Education Clock Hours (SCECH) Program Application



## SCECH Program Assurances

### Sponsor & Coordinator Assurances Document

**Directions to Coordinator:** Ensure that the assurance statements are verified and ***initialed***. Save a copy of this form and attach as "required documentation" to the MOECS application. (*A detailed agenda is no longer required to be attached to the SCECH application.*)

**Sponsor/Facilitator: To support program quality, I assure this program:**

- has established clear learning objectives.
- facilitates connection-making between learning objectives and the learning needs and goals of participants.
- uses a variety of methods to accommodate multiple learning preferences.
- helps participants to relate new learning with prior knowledge, information, and experiences.
- supports collaboration and knowledge sharing between participants.
- provides feedback and/or encourages participants to self-evaluate their own learning and performance.
- includes a performance task or assessment of learning to demonstrate proficiency.
- serves the purpose of improving teaching and learning.
- considers the education needs of K-12 students.
- is helpful to meet the needs of K-12 students who learn in different ways and come from diverse backgrounds.

Sponsor/Facilitator Assurance			
Printed name		Date	
Title			
Email			
Signature			

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**Coordinator: To meet SCECH program requirements, I assure:**

- I am responsible for accurately calculating the number of hours for participation.
- Participants may only earn credit for the actual time used for instruction; this does not include breaks from instruction or non-instructional activities.
- I am responsible for complying with the SCECH process and documentation requirements and that failing to comply with these assurances may lead to loss of sponsorship.
- I understand that additional factors may also lead to loss of sponsorship, including: consistent, poor participant evaluation responses and/or low or no enrollment in offered programs.

Coordinator Assurance			
Printed name		Date	
Signature			

Please attach this document as the "Required Documentation" for all SCECH program applications in MOECS except IACET Programs\*. (*A detailed agenda or online schedule/description is no longer required to be attached to the SCECH application.*)

\*IACET programs require the original IACET certificate attached to the SCECH program application as the "required documentation".