

## PROTOCOLS FOR RECEIVING SCECHs FROM HOSTING A STUDENT TEACHER

Cooperating teachers can receive up to 25 SCECHs (State Continuing Education Clock Hours) toward the renewal of the Professional Certificate for mentoring a student teacher. In order to do so, teachers must apply through their school district. The cooperating teacher must submit the appropriate form to the Ottawa Area Intermediate School District (OAISD) along with a \$5.00 processing fee by the following deadlines:

- **September 30** for Fall semester student teachers
- **January 31** for Spring semester student teachers.

The cooperating teacher may contact his/her central administrative office or Karen Kooiker ([kkooiker@oaisd.org](mailto:kkooiker@oaisd.org)) at the OAISD for the form and further details.

Cooperating teachers may also earn up to an additional 7 SCECHs by completing Co-Mentoring Orientation and follow-up training sessions during the student teaching semester. SCECHs for the Co-Mentoring training may only be earned one time, however.

### NOTE:

- The cooperating teacher MUST provide a PIC Number on the SCECH Participant Application Form to receive SCECHs.
- The cooperating teacher will also need an account in the MOECS system to receive SCECHs.

### Questions?

Contact Karen Kooiker

Ottawa Area ISD SCECH Coordinator

616-738-8940, ext. 4108

[kkooiker@oaisd.org](mailto:kkooiker@oaisd.org)