The file name MUST MATCH the file name you indicated on the SCECH application

NOTE: Agenda must include a 10-15 min. break for every 2.5 contact hours and a minimum of a half hour lunch for full day sessions. Complete ALL of the grey sections. Program hours will be rounded down to the nearest whole number (ex: 5.5 hours = 5 hours).

**Full-day Session:**

|  |  |  |
| --- | --- | --- |
| **Program Title** |  | |
| **Date** |  | |
| **Time** | **Activity** | **Contact Hours** |
| **7:45 – 8:00** | Registration, welcome | **0** |
| **8:00-10:00** |  | **2.00** |
| **10:00-10:15** | Break | **0** |
| **10:15-11:15** |  | **1.0** |
| **11:15-11:45** | Lunch | **0** |
| **11:45-1:45** |  | **2.0** |
| **1:45-2:00** | Break | **0** |
| **2:00-3:00** |  | **1.0** |
| **Total** |  | **6.0 Hours** |