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).

**Half-day Session:**

|  |  |
| --- | --- |
| **Program Title** |  |
| **Date** |  |
| **Time** | **Activity** | **Contact Hours** |
| **7:45 - 8:00** | Welcome, Sign in | **0** |
| **8:00-10:00** |  | **2** |
| **10:00-10:15** | Break | **0** |
| **10:15-11:15** |  | **1** |
| **11:15 – 11:30** | Wrap up, Evaluations | **0** |
| **Total** |  | **3.0 Hours** |