

SCECHs (State Continuing Education Clock Hours) Registration Directions



NCGE and NCSS Annual Conference
December 4-6, 2020

Please read all information.

SCECH Provider: _____ Central Michigan University (CMU)

In order to receive 13 SCECHs for the conference, please follow the instructions below:

1. Email your full name, email, and Personal Identification Code (PIC) number to conference@ncge.org
2. Complete the form and pay the \$35 registration fee (check payable to CMU) or pay [online](#) under "Step Two"
 - a. If you use the Michigan Online Educator Certification System (MOECS), your Personal Identification Code (PIC) is required on the **Registration Form**. The system requires an educator's PIC in order for SCECHs to be uploaded. If you do not know your PIC, you can find it at michigan.gov/MOECS.
 - b. If you do not have a PIC, please provide a reason on the registration form, e.g., license does not issue one.

Upon verification of participation and attendance from the Program Monitor, Central Michigan University will upload SCECHs for eligible attendees into the MOECS:

- You will receive an email notification from the MOECS once your SCECHs have been uploaded and the required online evaluation is available. Please complete the evaluation within 30 days of the email. (Email notifications are system-generated and do not come from CMU. The email will come from MOECS-NoReply@michigan.gov.)
- After completing the online evaluation, the SCECHs are awarded to your account.

If you have problems receiving these emails, please white list the email address and/or notify your Internet service provider to allow these emails. It may also be necessary to check spam, junk mail, or black listed emails.

Individuals who experience difficulty navigating the MOECS, including setting up your account or accessing the evaluation, can contact the MOECS Help Desk at 517-241-5000 or MDE-EducatorHelp@michigan.gov.

REMINDERS

- If you use the MOECS, you must provide your PIC on the **Registration Form**. Your SCECHs will not be uploaded into the MOECS without a PIC.
- Individuals who fail to participate in the entire conference will forfeit their SCECHs.
- Individuals who do not hold a certificate/license issued by the MDE no longer have access to the old Secure Central Registry (SCR). Those individuals will be issued a certificate of completion by CMU.