Office of Professional Preparation Services

State Continuing Education Clock Hours (SCECHs)

Sponsor: _____

Program name: _____ Program Date(s): _____

In order to receive your SCECHs for this program, you must complete the following:

- Complete and return the Registration form below to the Sponsor of the program.
- 100% attendance (required by the Michigan Department of Education (MDE) for SCECH programs), verified by various attendance methods each day. *Note: Make-ups are not available*.
- Please complete the MDE online evaluation in the Secure Central Registry (SCR) within 30 days of the email notification. Steps in the process:
  1. The coordinator uploads eligible attendees' registration information into the SCR when the program is complete.
  2. Attendees are notified by email that the online evaluation is available.
  3. After completing the required online evaluation, and paying for it if applicable, the SCECHs are awarded to your SCR account. (You must have an SCR account and complete the evaluation to be awarded SCECHs.)

  Note: If you do not receive an email within 20 days after the program ends, check your SCR account for the evaluation link. SCR is located at: www.Getmipd.com

- If out-of-class assignments are given, they must be completed and submitted to the program Sponsor by the due date.

Evaluation notices are system-generated and do not come directly from the sponsor of this program. The evaluations are sent from: MOECS-NoReply@michigan.gov.

Note: If you have problems receiving these emails, please white list this 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.

✂ _____

Registration
Program name: _____ Program Date(s): _____

I have read and understand the information above regarding SCECHs.

Signature: _____

The information below must match your SCR account or you will not be able to access your evaluation to earn these SCECHs.

Participant Name: _____
(*Please Print*)

PIC #: _____ _____
(**MANDITORY**)   Reason for no PIC #? (Example: license does not issue one)

Email Address: _____

Please complete and return the bottom portion only to the program monitor.