Take this handout **only if you are applying for Michigan State Continuing Education Clock Hours (SCECHs) for a MI WLA workshop.**

Dear MI WLA Workshop Participant:

Following is information about the SCECH process and requirements that you will have to meet in order to receive SCECHs for a MI WLA workshop.

Each workshop is eligible for 3 SCECHs. Conference attendees can take from one to three workshops, resulting in from 3 to 9 SCECHs.

In order to receive SCECHs for your workshop(s), you must:

- **Indicate at the beginning of the workshop** whether or not you wish to earn SCECHs for any given workshop
- **Pay** workshop fees
- **Attend** the **entire** workshop
- **Provide all necessary information** (e.g., email, PIC) legibly on the attendance sheet for each workshop you attend (each workshop is processed separately, so the paperwork must be completed for **every** workshop)
  - **NOTE:** The email address you provide on the attendance sheet should match the primary email address you use for your Michigan Online Educator Certification System (if you have an existing account).
- **Sign in and sign out** of each workshop on the attendance sheet
- **Create an online account** in MOECS (if you don’t have one already)
- **Fill out an online Department of Education evaluation in MOECS** for your workshop(s) within 30 days of the workshop. This is independent of any evaluation you may fill out for MI WLA.
- **Print your transcript for your records**

**NOTE:** Failure to follow these steps will invalidate your registration for SCECHs. It will NOT be possible to register for or receive these credits after the workshop has begun.

It will take approximately two weeks once the conference has ended to receive an email notification that you can go online to complete your evaluation. Sometimes schools have spam blockers that prevent these messages from getting through. **If you signed up for SCECHs and have not received the email by the end of November, please contact Nancy Terres at terres@msu.edu and cc Joy Campbell at joyclear@msu.edu.**
The following information describes how to create (and navigate within) an account in the Michigan Online Educator Certification System, a necessary step in order to obtain SCECHs.


2. Then click on the link that says “Click here to go to the MOECS Login Page” to either create or log in to an account.

3. After accessing the SCR, the next screen asks you to either access your previously created account or create a new account.
4. After saving your personal account (or confirming your information if you already had an account), the next screen offers a number of options. From this screen, click on the **Complete SCECH Evaluations tab** in the “I Want to…” section to select evaluations for offerings that have not been completed:

5. Follow the instructions to complete the evaluation! Note that it will take a couple of weeks after the conference for the evaluation to become available. Below is an example, but your workshop title(s) will be different.
If you encounter difficulty accessing and/or navigating MOECS, please contact the Support Desk at MOECSsupport@Michigan.gov or 517-373-3310. Phone support is available Monday through Thursday from 7:30am to 9:30am and 3:00pm to 5:00pm.

The local SCECH Coordinator for Michigan State University is Nancy Terres in the Office of the Registrar. Her email address is terres@msu.edu.

The SCECH Committee Chair for the MIWLAC Conference is Joy Campbell at the Center for Language Education and Research at Michigan State University. Her email address is joyclear@msu.edu.

Again, if you signed up for SCECHs and have not received the email wherein you are instructed to go online and complete the SCR evaluation by the end of November, please contact Nancy Terres and cc Joy Campbell.

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**Locating Your Personal Identification CODE (PIC)**

If you have a Michigan Online Educator Certification System (MOECS) account and you need your PIC.

1) Login to MOECS

   ![Login to MOECS](image)

   **Login Assistance**

2) Using the Navigation Menu “Manage Demographics” on the left side of the screen, move to the “Personal Information” screen. If you have a PIC it will be located adjacent to the PIC Field.

   ![PIC Field](image)

   If “Not Available” populates your PIC value, MOECS does not have a PIC for this account. You will need to contact MOECSsupport@Michigan.gov.