

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

Dear MIWLA Workshop Participant:

Following is information about the SCECH process and requirements that you will have to meet in order to receive SCECHs for a MIWLA 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:

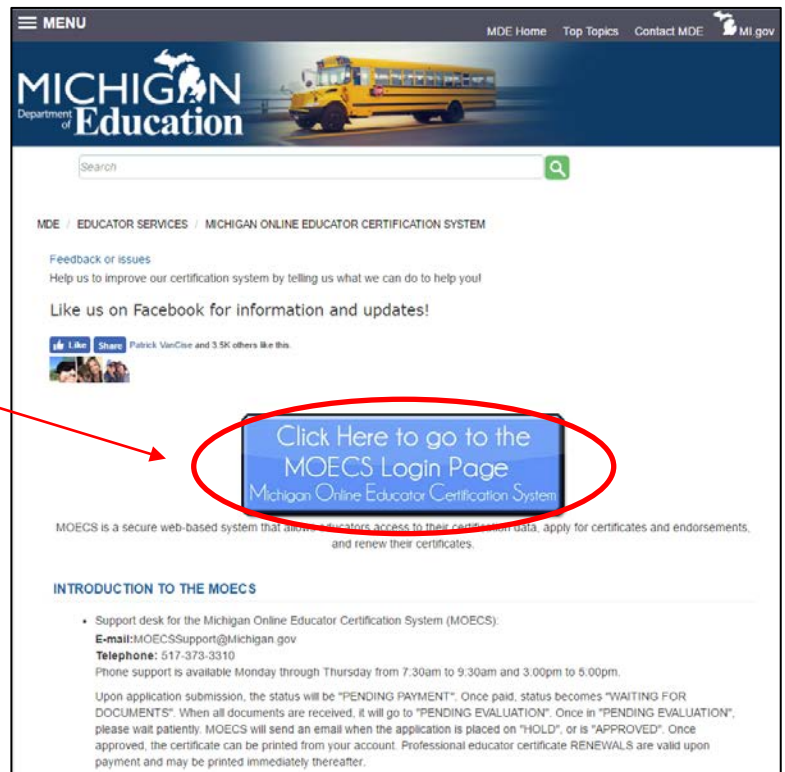
- **Indicate at the beginning of the workshop** whether or not you wish to earn SCECHs for any given workshop
- **Pay** workshop fees
- **Attend** the **entire** workshop
- **Provide all necessary information** (e.g., email, PIC) legibly on the attendance sheet for each workshop you attend (each workshop 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 MIWLA.
- **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.

1. Access the Michigan Online Educator Certification System at www.michigan.gov/moeecs.
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:

Home MDE Home Contact Logout MI.gov

Michigan Online Educator Certification System

Michigan Department of Education

SCECH Catalog | SCECH Sponsors |

Home Personal Information Effectiveness Ratings Apply or Renew Add Endorsements Print Certificate View Certificates View Professional Learning Forms Payment Vouchers

I Want to...

Apply Renew Add College Credits Add DPPD Print Cover Letter

Add Endorsements **Complete SCECH Evaluations** Print Certificate

I Want to See My...

PIC Effectiveness Ratings Certificate Out of State Evaluation Report

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.

MOECS Home MDE Home Top Topics Contact MDE Logout MI.gov

Michigan Online Educator Certification System

Michigan Department of Education

SCECH Catalog | SCECH Sponsors |

Home Personal Information Effectiveness Ratings Apply or Renew Add Endorsements Print Certificate View Certificates View Professional Learning Forms

[Professional Learning](#) / [SCECHs/SB-CEUs](#) / Evaluation Due

Evaluations Due

To complete an evaluation for an offering, click Start Evaluation in the Evaluation Column for that offering.

If no offerings are listed for evaluation completion, and you have recently completed an offering, please check back in a few days.

Offering Start Date (mm/dd/yyyy) Offering End Date (mm/dd/yyyy)

SCECH Sponsor	SCECH Coordinator	Program Name	Begin Date	End Date	Evaluation
Michigan State Univ	TERRES, NANCY	Using Authentic Materials in Language Classes	07/24/2014	07/26/2014	Start Evaluation

[1-6](#) [<<](#) [>>](#) [1-1](#)

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 MIWLA 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.

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



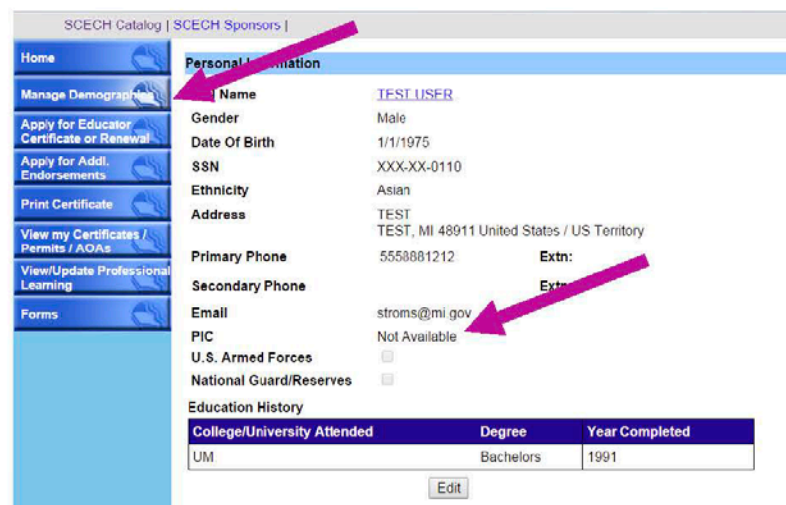
MOECS Login

Login Name

Password

[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.



SCECH Catalog | SCECH Sponsors |

Home | Manage Demographics | Apply for Educator Certificate or Renewal | Apply for Addl. Endorsements | Print Certificate | View my Certificates / Permits / AOAs | View/Update Professional Learning | Forms

Personal Information

Name: [TEST USER](#)

Gender: Male

Date Of Birth: 1/1/1975

SSN: XXX-XX-0110

Ethnicity: Asian

Address: TEST
TEST, MI 48911 United States / US Territory

Primary Phone: 5558881212 Extn:

Secondary Phone: Extn:

Email: stroms@mi.gov

PIC: Not Available

☐ U.S. Armed Forces

☐ National Guard/Reserves

Education History

College/University Attended	Degree	Year Completed
UM	Bachelors	1991

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