



## Macomb Center for State Continuing Education Clock Hours

**IMPORTANT - PLEASE READ CAREFULLY:** For participants to earn State Continuing Education Clock Hours (SCECHs), they must attend the entire program as required by the Michigan Department of Education (MDE). This means attending all sessions according to the approved schedule including arriving on time and remaining for the duration of each session. The MDE and the Macomb ISD review all programs and monitor attendance. Program planners determine the method for documenting attendance. **It's the responsibility of each participant that their attendance has been documented.** Make-up sessions are not eligible. Failure to comply with program requirements, including attendance, will result in disallowance of SCECHs. This form must be completed in full by the participant and returned to the program monitor at the conclusion of the event or it will be returned to the applicant and SCECHs will be forfeited.

### INDIVIDUAL APPLICATION FOR STATE CONTINUING EDUCATION CLOCK HOURS (SCECHs)

**Incomplete or illegible applications will be returned, causing delays and/or forfeiture of SCECHs**

Name of applicant \_\_\_\_\_ PIC# \_\_\_\_\_ MANDATORY

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

School District \_\_\_\_\_ email: \_\_\_\_\_  
*The email address must match your SCR account or you will not be able to access your evaluation to earn these SCECHs.*

Approved program title: \_\_\_\_\_ Date/s: \_\_\_\_\_ # SCECHs available: \_\_\_\_\_

**By signing below, I verify that I have read this application and fulfilled the attendance requirements to be eligible to receive the SCECHs.**

Signature of applicant \_\_\_\_\_

**\*\*\* MAKE CHECKS PAYABLE TO MISD \*\*\***

This portion must be returned with the Verification of Attendance, recorded method of attendance and payment.

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This portion must be returned to the applicant for their records

The amount of \$ \_\_\_\_\_ was received for the SCECH workshop \_\_\_\_\_ Date/s \_\_\_\_\_

All SCECH are awarded via the Michigan Online Educator Certification System (MOECS). Eligible participants will receive an email after program upload requesting that they log in to their MOECS account or create an account. The email will contain the web address link and participants follow the instructions to complete a required common evaluation of the offering. After evaluation completion, SCECHs will be awarded and listed on an Unofficial Transcript. You can check your account for the evaluation link at [www.michigan.gov/moeecs](http://www.michigan.gov/moeecs).

100% attendance must be verified before SCECH Approval is granted. Please be patient as this may take some time to verify attendance and upload the SCECHs before you can complete your evaluation.

If you are experiencing difficulty navigating MOECS, contact them at 517/241-5000 or [MDE-EducatorHelp@michigan.gov](mailto:MDE-EducatorHelp@michigan.gov). If you have questions regarding SCECHs, contact Deborah Forton, SCECH Coordinator at [dforton@misd.net](mailto:dforton@misd.net).