

PROTOCOLS FOR RECEIVING SCECHs FROM WORKSHOP PARTICIPATION

1. Fill out and turn in the SCECH Participant Application Form to the chairperson
You will need an account in the MOECS system. It is mandatory that you have a PIC number (Personal Identification Code) on your form. You can receive your PIC number from your school district (if you are a school district employee). If you do not have a PIC number, a certificate will be issued instead of receiving SCECHs.
2. **Sign in** at the beginning of each session of the program (there is no sign out—you are on your honor that you stayed the whole program). This is the only way we can verify your attendance. You must attend and verify all sessions of a program to receive SCECH credit.
3. Once the program is over, watch for an email notice from the MOECs that the program evaluation is available.
4. Be sure to complete the online program evaluation within 30 day of receiving the notification.
5. Once you have completed the online evaluation, your SCECHs will automatically be awarded and you will be able to download a cumulative unofficial transcript of your SCECH record.
6. SCECHs earned from specific workshop participation may only be earned one time.

NOTE:

- You **MUST** provide a PIC Number on the SCECH Participant Application Form to receive SCECHs.
- You will also need an account in the MOECS system to receive SCECHs.

Questions?

Contact Karen Kooiker

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