

**Office of Professional Preparation Services
State Continuing Education Clock Hours**

Participant Information and Registration Form



Sponsor: Michigan Association for College Admission Counseling

Program Name: Professional Development at Kalamazoo College Program Date(s): February 26, 2018

To earn State Continuing Education Clock Hours (SCECHs) for the above listed program, the bottom of this document must be completed and returned to the Program Monitor the day of the program.

In order to receive SCECHs for this program, you must:

- Complete and return the registration form below to the program Sponsor.
- Attend the required hours. Attendance must be verified each day using various methods.
Note: Make-up sessions/hours are not available.
- Complete and submit all out-of-class assignments in a timely manner (if applicable).

Participants without a Personal Identification Code (PIC) will receive a Certificate of Completion from the program Sponsor indicating the total number of SCECHs completed.

Participants who are K-12 school district employees or hold a certificate or license issued by the Michigan Department of Education (MDE) have a PIC in the Michigan Online Educator Certification System (MOECS) and may use the MOECS to keep track of their SCECHs. For SCECHs to be credited to the MOECS account, the individual must complete the MDE online SCECH evaluation. The evaluation may be accessed through your MOECS account, under the View/Update Professional Learning menu item on the left side of your screen. Please note that the evaluation notifications are system generated and will be sent from MOECS-NoReply@michigan.gov.



(Please complete and return this form to the program monitor.)

Registration Form

Program Name: Professional Development at Kalamazoo College Program Date(s): February 26, 2018

Signature: _____

Participant Name (please print): _____

Email Address: _____

Please check a box to designate if you have a PIC, or require a Certificate of Completion when the program is complete.

☐ **My PIC is:** _____.

Note: This PIC must match your MOECS account to enable these SCECHs to transfer to your account. If you do not know your PIC, it is located in your MOECS account under the Manage Demographics menu item on the left side of your screen.

☐ **I do not have a PIC. Please issue me a Certificate of Completion.**