

Application Fee: Free for Public School/ISD Sponsored Events	Office Use Only	
		# of SCECHs: <small>(conferences only)</small> _____

Name of Workshop: _____

Start Date: _____ End Date: _____

Name: _____		
<small>(Last)</small>	<small>(First)</small>	<small>(Middle)</small>
School District: _____	School Building: _____	
School Phone: _____	x _____	Home Phone: _____
ID Verification: (required) Date of Birth: ____/____/____ OR Social Security Number: XXX-XX-_____		

Email Address: _____

Your REQUIRED online evaluation will be sent to this email address.

If you already have an account in the Secure Central Registry (SCR), you MUST use the email address on the SCR for your SCECHs to be linked to your account.

Allow up to four weeks after the last date of this offering for paperwork to be processed.

You will receive an email from "MOECS-NoReply@michigan.gov" with a link to the evaluation. Please complete the evaluation within 30 days of receiving the email.

Failure to complete the REQUIRED online evaluation will result in the forfeiture of your SCECHs.

Personnel Identification Code (PIC): _____ **REQUIRED**

To find your PIC number, log in to MOECS at www.MI.gov/MOECS and look under "Manage Demographics".

Reason you don't have a PIC Number: _____ (ex: not certified)

By submitting this application, you confirm that you have read and understand that:

- the Michigan Department of Education requires 100% attendance for SCECH programs.
- the required sign-in form must be completed at the designated time and CANNOT be altered in any way.
- make-ups are not available.
- my role will be that of an active participant.
- if out-of-class assignments are advertised in advance, I must complete them in order to receive SCECHs.
- I am eligible for either SCECHs or college credit, but not both because it is a duplication of credit.
- credit for this specific workshop can only be earned once in a 5-year renewal period.
- no refunds are issued for SCECHs.
- failure to complete the REQUIRED online evaluation will result in the forfeiture of my SCECHs.