



Delta College

LifeLong Learning

State Continuing Education Clock Hours Participant Information and SCECH Registration Form

All participants have only 20 calendar days after program completion to submit payment and registration form to earn State Continuing Education Clock Hours (SCECHs). To earn SCECHs for the program listed below, the bottom of this document must be completed and returned to the SCECH Coordinator, Sherrill Irish, within 20 days.

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

- Complete the SCECH Registration Form below and return it to SCECH Coordinator, Sherrill Irish, at Delta College LifeLong Learning, 1961 Delta Road, H-Wing, University Center, MI 48710 within 20 days of program completion.
- Include a \$20 check or money order payable to Delta College for SCECH processing. Forms without payment will not be processed.
- Attend the required hours. Attendance must be verified each day with official daily sign-in.
Note: Make-up sessions/hours are not available.
- Complete and submit all out-of-class assignments in a timely manner (if applicable).

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. Participants will be notified by email when the evaluation is available. 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.

Participants without a Personal Identification Code (PIC) will receive a Certificate of Completion via email from Delta College indicating the total number of SCECHs completed. Send any questions regarding this form or payment to sherrillirish@delta.edu.

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Send SCECH Registration Form and \$20 check or money order payable to Delta College to:
Delta College LifeLong Learning, Attn: Sherrill Irish, 1961 Delta Road, H-Wing,
University Center, MI 48710. Forms without payment will not be processed.



Sponsor: Delta College

Program Name: _____ Program Date(s): _____

Participant Signature: _____

Participant Name (please print): _____

Email Address: _____

Please designate below if you have a PIC or require a Certificate of Completion when the program is complete.

My PIC: _____

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.