

## **SIX STEPS TO EARN YOUR SCECHs**

### **Step 1: COMPLETE ONLINE ENROLLMENT & PAYMENT**

Select your class and start the online enrollment and payment process. You will need to create a user name and password as part of the enrollment process. Note: If you register for more than one class, you must complete the online enrollment & orientation for each class.

### **Step 2: ORIENTATION COMPLETION**

Print the orientation information for future reference. Your completion of ed2go online enrollment & orientation will be verified by ed2go during regular business hours. Access to the classroom will be granted to students who have completed these requirements.

### **Step 3: MAINTAIN ATTENDANCE LOG OF COURSE HOURS**

Maintain a log of your time spent on course activities. **See Attendance Log Sheet below.** You must show a minimum of 24 contact hours in order to receive your SCECHs.

### **Step 4: COMPLETE LESSON QUIZZES & FINAL EXAM**

Each lesson will conclude with a quiz which you must complete. At the end of the course, you must complete the final exam with a final score of 80% or better.

**Step 5: RETURN** the signed **Application and Attendance Log** form **within 30 days** of the class end date in order to for us to begin processing your SCECHs. You can also fax or scan and email the form.

#### **MAIL TO:**

Northwestern Michigan College, c/o Laura Matchett  
1701 E. Front Street  
Traverse City, MI 49686  
Fax: 231-995-1708  
Email: [ees@nmc.edu](mailto:ees@nmc.edu)

### **Step 6: LOG IN TO THE STATE BOARD OF EDUCATION'S WEBSITE**

AFTER you have received an email from the State of Michigan telling you your class has been processed by Northwestern Michigan College then LOG IN TO THE STATE BOARD OF EDUCATION'S WEBSITE: [www.GetMIPD.com](http://www.GetMIPD.com). Click on the Secure Central Registry (SCR). If you are new you must complete a profile. Find your class and complete the online evaluation. After the evaluation is completed your profile will automatically reflect your earned SCECHs. Failure to complete any of these requirements may delay or rescind your SCECHs. Please complete evaluations within 30 days of your email notification.