



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: November 19, 2015

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Venessa Keesler, Deputy Superintendent 
Division of Accountability Services

SUBJECT: Migration of the Secure Central Registry into the Michigan Online Educator Certification System

This memo and attachment contain vital information for your employees to maintain access to their State Continuing Education Clock Hours (SCECHs) after December 7, 2015. Please distribute this to all employees.

The Michigan Department of Education (MDE) has heard your feedback and is in the process of creating one system in which educators can maintain and track all of their professional development records for certificate renewal and progression, including District Provided Professional Development (DPPD), college credits, and SCECHs.

The Secure Central Registry (SCR), the system that houses the SCECHs, will be integrated into the Michigan Online Educator Certification System (MOECS). Using MOECS to track earned SCECHs will allow for a seamless connection between certification and professional learning records, using one login and password.

The SCR and MOECS will be inaccessible to the public on December 8 and 9, 2015, during the migration process. Beginning December 10, 2015, educators will no longer be able to access the SCR for their SCECHs; instead they will log into MOECS to view and access the certificate and professional learning records attributed to their MOECS accounts.

A Personal Identification Code (PIC) is required within MOECS to safeguard an educator's privacy and ensure accuracy when matching certificate and professional learning records. For this reason, we must currently limit MOECS access to individuals with PICs. The following information identifies how this may impact an educator's access to MOECS and includes **steps that must be completed prior to 11:59 p.m. on December 7, 2015.**

- If you are an MDE certified educator and have not earned SCECHs, you may disregard the information contained within this memo and attachment.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
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- If you are an MDE certified educator and your PIC is already attached to your SCR account, your earned SCECHs will be viewable in the "Professional Learning" tab within your MOECS account and you may disregard the information contained within this memo and attachment.
- If you are an MDE certified educator and you have earned SCECHs that do not display under the "Professional Learning" tab of your MOECS account, use the attached directions to add your PIC to your SCR account. All SCECHs attached to your PIC within your SCR account prior to 11:59 p.m. on December 7, 2015 will be transferred automatically into MOECS.
- If you are a K-12 school district employee and have earned SCECHs, you will need to create an account in MOECS in order to maintain access to your SCECHs. In creating an account, MOECS will automatically pull your PIC from a central database into your new MOECS account. Use the attached directions to complete the process by 11:59 p.m. on December 7, 2015. When your SCR account contains your PIC, all SCECHs attached to your account will be transferred automatically into MOECS by December 10, 2015.
- If you do not have a certificate or license issued by the MDE or are not employed by a K-12 school district, you do not have a PIC and will not have access to your SCECHs through the SCR or MOECS as of 11:59 p.m. December 7, 2015.

2015.

Instructions for accessing your PIC can be found within the quick reference document attached to this memo. For questions regarding SCR login issues prior to 5:00 p.m. December 7, please contact the SCR helpdesk at 517-327-5925 or SCRhelpdesk@gmail.com. For MOECS support, please contact MOECSSupport@Michigan.gov.

Attachment

cc: Michigan Education Alliance



SCR to MOECS: Connecting Your PIC

If you have been awarded State Continuing Education Clock Hours (SCECHs), and they are not displayed in the Michigan Online Educator Certification System (MOECS), you need to add your Personal Identification Code (PIC) to your Secure Central Registry (SCR) account in order to link it with your MOECS account. To do this, please:

1. Log into your MOECS account, click on the "Manage Demographics" tab on the left hand side of this screen, and write down your PIC number.
2. Log into the SCR
3. The "Personal Information" webpage is the main page you will see after logging in.
4. Enter in your PIC number at the top of the page, then click the "Save and Continue" button at the bottom of the page.

It will take 3-4 business days once you have saved your PIC number in the SCR before you see your SCECHs in MOECS.

If you feel that SCECHs are missing from your SCR account, contact the sponsor of the missing SCECH program(s).

