

**Michigan State Continuing Education Clock Hours**  
**Participant Information and Registration Form**



**Sponsor: MACUL**

**Program Name: 20181440: ISTE 2018 Conference and Expo**

**Program Date(s): June 24-27, 2018**

To earn State Continuing Education Clock Hours (SCECHs) for the above listed program, Registration Form and Certificate of Attendance must be completed and returned via email to the Sponsor ([ikule@macul.org](mailto:ikule@macul.org)) by July 2, 2018.

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

- Attend a minimum of three hours in order to be eligible for credit. If you do not attend a minimum of three contact hours, you have not met the State minimum requirement and will not be eligible for credit.
- Track your hours by creating a Certificate of Attendance. You can track the sessions attended in [My Favorites](#) list to generate an official certificate of attendance.
- Complete and return the Registration Form below to the program Sponsor.
- Attach the Certificate of Attendance.

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](mailto:MOECS-NoReply@michigan.gov).

# Registration Form

Program Name: \_\_\_\_\_ Program Date(s): \_\_\_\_\_

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**

*Do not forget to attach the Certificate of Attendance*

Email Form and Certificate to Ieva Kule, [ikule@macul.org](mailto:ikule@macul.org)