

## Uploading SCECH Program Participants into MOECS

After a State Continuing Education Credit Hours (SCECHs) Program has taken place, the participants must be uploaded into the Michigan Online Educator Certification System (MOECS). Only the SCECH Coordinator (not an Assistant Coordinator) has access to upload participants in order to avoid duplication. Effective July 1, 2020, District Provided Professional Development (DPPD) must be entered as SCECHs to qualify for educator recertification purposes. Participants may be uploaded on multiple dates for the same program. Please follow the steps below to enter attendance in the Michigan Online Educator Certification System (MOECS).

1. SCECH Coordinator logs into MOECS account and clicks on "Professional Learning Programs".
2. Prior to uploading participants, if you would like to add questions to the program evaluation survey, select "Add/Edit Evaluation Questions" from the "Functions" menu.
3. To upload participants, Select Upload/Add under the Roster Heading from the appropriate program.



Program Name	Program Number	Start Date	End Date	County	Uploaded	Upload Errors	Evaluation Complete	Roster	Pending Upload	Functions
2019-2020 DPPD	20195272	10/28/2019	10/30/2019	Clinton	1	0	0	Upload/Add	No	Please Select

4. Upload participants by a roster using the downloadable template (Option 1) or by individual attendee (Option 2). Personal Identification Code (PIC) numbers are needed to upload participants.
5. Click Save.
6. Any errors will be shown immediately and will need to be corrected before saving the upload.
7. After the upload is saved without errors, the program evaluation survey will be sent to each uploaded participant. Once the program evaluation survey is completed, the participant will receive SCECHs for the program.

First Name, Last Name, PIC, Event Date, and SCECHs Earned are required fields.

**Option 1** Upload Entire Roster

Upload Attendee information using Excel CSV file  
Please select the csv file to upload from your computer by using the "Browse" button.

[How do I create a csv file](#)  
[Download Template](#)

**Option 2** Upload Attendees Individually Or add an Attendee to a previously uploaded roster  
Add Attendee Information

PIC

First Name

Last Name

Event Date

General SCECHs Earned

You can look up an educator by PIC. Simply textbox and hit Tab key.

For more information, please view the [Uploading SCECH Program Participants to MOECS Instructional Video](#) or contact [MDE-EducatorHelp@michigan.gov](mailto:MDE-EducatorHelp@michigan.gov) or [SCECH@michigan.gov](mailto:SCECH@michigan.gov).