

Duplicate records

SB-CEU / SCECH recipient,

The Secure Central Registry (SCR) shows you may have earned SB-CEUs/SCECHs on two or more accounts. These accounts include SB-CEUs/SCECHs you have earned since January 1, 2010.

In order to retrieve these SB-CEUs/SCECHs and allow the transfer of all of your SB-CEUs/SCECHs into your Michigan Online Educator Certification System (MOECS) account, you must merge your accounts. To merge SCR accounts, please log onto www.getmipd.com and complete the following steps:

- 1) Select *Save and Continue* at the bottom of your Personal Information page
- 2) Select *My Account* on the menu bar at the top of the next page
- 3) Select *Request Merge* from the drop down under My Account
- 4) Fill in required fields then select Send Request, which sends the request to the SCR Help Desk and will be completed in a timely manner

Personal Identification Code (PIC) numbers are unique identifiers assigned to individuals who are or have been employed within a Michigan K-12 school system. During the next few months we will be moving the SCR into the MOECS. PIC numbers must be on SCR accounts to facilitate the transfer of SCECHs into the MOECS.

If the Personal Identification Code (PIC) number is missing from your SCR account, please complete the steps below to add it to your account:

- 1) Log into your SCR account* at www.getmipd.com.
- 2) Make sure to answer *Yes* to the question at the top of the Personal Information page, "*Are you obtaining SCECHs to renew your educator certificate/license issued by the Michigan Department of Education?*" Answering yes, will open the box for your PIC.
- 3) After adding your PIC, go to the bottom of the page and select *Save and Continue*.
 - i) If the system tells you that PIC is already in the system, you may have another account in the SCR and need to merge accounts again.

Please refer to information within this section if you do not know your PIC number.

- If you have a certificate issued by the Michigan Department of Education, have an account in the MOECS, and do not know your PIC number, please use the attached directions to help you locate your PIC number.
- If you do not have a certificate or license issued by MDE, but have been employed by a Michigan K-12 school district, you have been issued a PIC number. Set up your MOECS account at www.michigan.gov/moecs as an educator and your PIC number will attach to that account.
- If you have never been employed by a Michigan K-12 school system and do not have a certificate or license issued by MDE, please send your name, email address and a description of how you use SCECHs to: SCECH@Michigan.gov. We will look at your situation and let you know how to proceed.

*If you have problems logging into the SCR, or have questions concerning your SCR account, please contact the SCR Help Desk at 517-327-5925 or scrhelpdesk@gmail.com.

If you have problems logging into the MOECS, please contact MOECS support at 517-373-3310.

Attachment

No PIC on Account

SB-CEU / SCECH recipient,

Our records show you have earned SB-CEUs/SCECHs on an account in the Secure Central Registry (SCR). The account contains SB-CEUs/SCECHs you have earned since January 1, 2010, but does not contain your Personal Identification Code (PIC).

Personal Identification Code (PIC) numbers are unique identifiers assigned to individuals who are or have been employed within a Michigan K-12 school system. During the next few months we will be moving the SCR into the MOECS. PIC numbers must be on SCR accounts to facilitate the transfer of SCECHs into the MOECS.

In order to retrieve these SB-CEUs/SCECHs and potentially use them for renewal or advancement of your educator certification, all accounts must have an associated Personal Identification Code (PIC) number. Please complete the following steps to add your PIC to your SCR account:

- 1) Log into your SCR account* at www.getmipd.com.
- 2) Make sure to answer Yes to the question at the top of the Personal Information page, "*Are you obtaining SCECHs to renew your educator certificate/license issued by the Michigan Department of Education?*" Answering yes, will open the box for your PIC.
- 3) After adding your PIC, go to the bottom of the page and select Save and Continue.
 - a) If the system tells you that your PIC is already in the system, you may need to merge accounts.

To merge SCR accounts, please log onto www.getmipd.com and complete the following steps:

- 1) Select Save and Continue at the bottom of your Personal Information page
- 2) Select My Account on the menu bar at the top of the next page
- 3) Select Request Merge from the drop down under My Account
- 4) Fill in required fields then select Send Request, which sends the request to the SCR Help Desk and will be completed in a timely manner

Please refer to information within this section if you do not know your PIC number.

- If you have a certificate or license issued by the Michigan Department of Education, have an account in the MOECS, and do not know your PIC number, we have attached directions to help you locate it.
- If you do not have a certificate or license issued by MDE, but have been employed by a Michigan K-12 school district, you have been issued a PIC number. Set up your MOECS account at www.michigan.gov/moecs as an educator and your PIC number will attach to that account.
- If you have never been employed by a Michigan K-12 school system and do not have a certificate or license issued by MDE, please send us your name, email address and how you use SCECHs to SCECH@Michigan.gov. We will look at your situation and let you know how to proceed.

*If you have problems logging into the SCR, or have questions concerning your SCR account, please contact the SCR Help Desk at 517-327-5925 or scrhelpdesk@gmail.com

If you have problems logging into the MOECS, please contact MOECS support at 517-373-3310.

Attachment