

*Upon completion of each activity, the educator should:*

1. Complete the Verification Form and obtain the principal signature(s).
2. Send the original, completed form to:

**Amy L. Hodges**

**Central Michigan University**

Academic & Professional Programs

Academic Development

195 E. Ojibway Ct. EHS 421 | Mount Pleasant, MI 48859

Telephone: 989-774-7129 | Fax: 989-774-1999

[hodge1al@cmich.edu](mailto:hodge1al@cmich.edu)

CMU will upload the educator's SCECHs into MDE's Michigan Online Educator Certification System (MOECS) at the end of the semester. The educator will receive an email from the MOECS once the SCECHs have been uploaded. The Cooperating Teacher's Personal Identification Code (PIC) is required for processing and can be located on MOECS on the MDE website; [MOECS](#).