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

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.