

LOCATING THE PIC (Personal Identification Code) FOR MICHIGAN EDUCATORS

If you use **State Continuing Education Clock Hours** (SCECHs, formerly SB-CEUs) to renew your certificate/license in the Michigan Online Educator Certification System (MOECS), you need to locate your Personal Identification Code (PIC) and place it in the Secure Central Registry (SCR) before your SCECHs appear in MOECS.

Instructions for obtaining PIC through MOECS:

1. Go to the following web site:

http://www.michigan.gov/mde/0,1607,7-140-6530_5683_57223---,00.html

2. Click on

3. Login to the MOECS

(If you do not know your MOECS login, click on the link to create an account within MEIS.)

4. Immediately upon registering, you will receive an email with your new MOECS login. At that time, return to the MOECS webpage and login.
5. You will then be able to complete the search for your PIC numbers. Click on "Manage Demographics" located on the left side of the screen.