

GRCC offers these courses in partnership with Ed2Go. Each course is approved for 24 Michigan Department of Education (MDE) State Continuing Education Clock Hours (SCECHs.) These courses are 100% online and six weeks in length. Two lessons are released each week (on Wednesdays and Fridays) for a total of twelve lessons. There is a quiz at the end of each lesson (twelve in total.) A final exam is released the last Friday of class. All twelve quizzes & final exam are required.

Enrollment

- Go to www.Ed2Go.com/grccCEU and click the "Courses" link at the top of the page to view our offerings
NOTE: Only courses listed at www.Ed2Go.com/grccCEU have been approved for SCECHs
- Select which course, or courses, you would like to register for
- Click on the "Enroll Now" button to register and to pay for each course

NOTES: We only accept online registration for SCECH courses; Courses taken through www.ed2go.com/grcc or www.ed2go.com/grcc-pro are NOT approved for SCECHs.

Requirements for Completion

- You must complete all twelve lessons and quizzes. Quizzes may be retaken.
- You must complete the Final Exam scoring a minimum of an 80%. There are no retakes on the Final Exam.
- You must complete a GRCC SCECH Completion Form
- Email or mail your GRCC SCECH Completion Form only (*one for each course*) to:

WorkforceTraining@grcc.edu

GRCC SCECH Center
622 Godfrey SW
Grand Rapids, MI 49503

Once GRCC receives your SCECH Log:

- GRCC will verify that you have completed all of the above requirements. If all requirements are met, we will then submit your hours to the MDE. ***Please allow up to 30 days for processing.***
- The MDE will notify you by email that GRCC has submitted your SCECHs. Within that email is a link to complete your course evaluation.

NOTE: You will not be awarded SCECHs until the course evaluation is submitted.

Cancellation Policy & Refunds

In the event that a participant needs to cancel enrollment, notification of cancellation is required two weeks prior to the start of each course. When necessary, refunds are processed the last day of the month, according to this schedule:

- Cancellation notice provided two weeks or more working days prior to workshop -- 100% refund
- Cancellation notice provided less than two weeks prior to workshop -- No refund

To cancel your registration for a Workforce Training class, please call us at (616) 234-3800 or email workforcetraining@grcc.edu

Questions? Please email us at workforcetraining@grcc.edu

SCECH Completion Form

**Required (your form will be rejected unless these are completed)*

Student Information		
* Printed Last Name	* Printed First Name	Middle Initial
* Date of Birth (MM/DD/YYYY)	* Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	* Email Address (must be the same used in MOEC system)
* PIC <i>Don't know your PIC? Go to www.grcc.edu/pic</i>		
Course Information		
* Course Title	* Course Start Date	* Final Exam Due Date

Checklist:

- Register & pay for a SCECH-approved course at www.ed2go.com/grccCEU *
- Complete all 12 lessons and quizzes *
- Complete the Final Exam (scoring of minimum of 80%) *
- Complete all required fields on this form *

Email or mail this form to:

WorkforceTraining@grcc.edu

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I hereby certify that the above information is true and correct to the best of my knowledge. I understand that false or incomplete information may prevent me from obtaining SCECH credits. I understand that rejected forms may be charged a re-processing fee.

*Signature: _____ * Today's Date: _____

<i>GRCC Use Only (Do not fill out)</i>	12 Lesson Quizzes:	Y N	APPROVED	Date: _____	Initials: _____
	Final 80% :	Y N	REJECTED		