6000W – Continuing Education
Lansing Community College
PO Box 40010
Lansing, MI 48901-7210
Phone: (517) 483-1415
Email: dembowc1@lcc.edu

Start Date: ____________ **End Date:** ____________

DUE DATE: **30 days after the official end date of the class (earlier submission is allowed). Minimum hours logged is 24.**

SCECH Online Course Log

DATE Sample: 9/10/14	TIME IN Sample: 8 a or 12:30 p	TIME OUT Sample: 8 a or 12:30 p	HOURS LOGGED
		TOTAL	

Reminders:

Maintain a log of time spent on course material. Make additional copies if more space is needed.

Entries must take place between the start and end dates of the approved course list. This log must be signed by participant and sent to the SCECH Coordinator at LCC within 30 days of the official end date of the course.

Receipt of signed log must have the following to be uploaded to MDE Secure Central Registry (SCR):

Minimum of 24 hours logged.
Completed all 12 lesson quizzes.
Final exam with a passing score of 80% or better. This exam is released on the Friday of the 6th week. Participants have until the course end date to complete and submit this exam.

Email address noted. Only one email address can be used for the SCR. Please note that providing the wrong email could result in the SCECH being denied to you by MDE.

Course Evaluation must be completed by the participant.

OFFICE USE ONLY

Verified: ____________

Course Log Verified	☐ Yes	☐ No
Progress Verified	☐ Yes	☐ No
Final Exam min 80%	☐ Yes	☐ No
Evaluation Completed	☐ Yes	☐ No
Submitted within 30 days	☐ Yes	☐ No

SIGNATURE:
DATE:
PRINT NAME:
E-MAIL (mandatory for Secure Central Registry, SRC):