

## Classroom Management Stack

**Visit** the NEA Certification Bank website at [nea.certificationbank.com](https://nea.certificationbank.com) and create an account if you don't already have one. Once created, click on [Browse Our Micro-Credentials Library](#) and scroll down to view the [NEA Full Stack Library](#). Click on the [Classroom Management stack](#).

**Select** the course from the stack that you would like to complete and view the PDF attached with the course. Carefully read the micro-credential to familiarize yourself with the resources, submission guidelines, and evaluation criteria. If you choose to print the instructions you may also want to view them digitally in order to access the clickable links in the research and resources sections. Once you are ready to begin the course, click on [Start](#) under Actions.

*Note: You have six months from the time you click [Start](#) to complete your micro-credential. If your time runs out, you will need to click [Start](#) and again upload everything you have completed.*

**Collect** the required evidence demonstrating your competence in the selected area. Once you start the micro-credential stack and agree to the terms you will click [Begin](#) on each task. At that point you will see the required information you will need to complete or submit. For most micro-credentials, you will be required to collect evidence from real experiences in your classroom or worksite. Each micro-credential requires specific work to demonstrate mastery. It takes approximately 10-15 hours to complete the requirements to earn a micro-credential badge.

*Note: To continue working on your micro-credential at a later time, log in to your account and go to [My Dashboard](#) and click on [View Status](#) for the course. You will then be able to pick up where you left off.*

**Submit** each piece of evidence you have collected. Upon successful completion of the micro-credential you will receive an email from NEA and will have the ability to download a PDF of your micro-credential badge of completion. You can view all your micro-credential badges on the [My Dashboard](#) page.

**Request** SCECH credit through MEA. Once you have a PDF of your badge, request SCECH credit by going to [www.surveymonkey.com/r/MicroCredClassManage](https://www.surveymonkey.com/r/MicroCredClassManage). You will be instructed to complete the information and upload a PDF of your badge.

You will receive an email from MEA when your SCECHs are being processed and can also expect an email from the Michigan Online Educator Certification System (MOECS) within 30 days to complete a required SCECH evaluation. You must complete the evaluation before SCECHs will be awarded to you.

*Note: Evaluations will be sent to the email address you provided when setting up your MOECS account. If you are unsure of what email you registered with or need to update your email, you may do so by visiting the MOECS site at [mdoe.state.mi.us/MOECS](https://mdoe.state.mi.us/MOECS).*