

Complete Guide to Process Desoto County School District Certificate of Completion to CEU

After completion of a professional development opportunity offering CEUs through Desoto County School District, participants will receive an email from profdev@dcsms.org with instructions to download the DCS Certificate of Completion in Vector and apply for the official CEU Certificate with the North MS Education Consortium.

STEP 1: Get Your DCS Certificate of Completion

*****IMPORTANT*****

BE SURE TO USE FIREFOX OR EDGE BROWSERS TO DOWNLOAD AND SAVE CERTIFICATES.

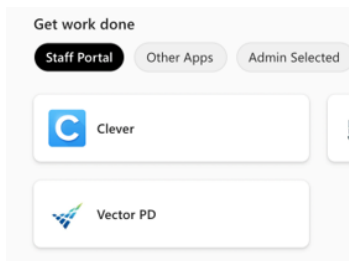
***CHROME WILL NOT WORK**

Log-in to Vector PD:

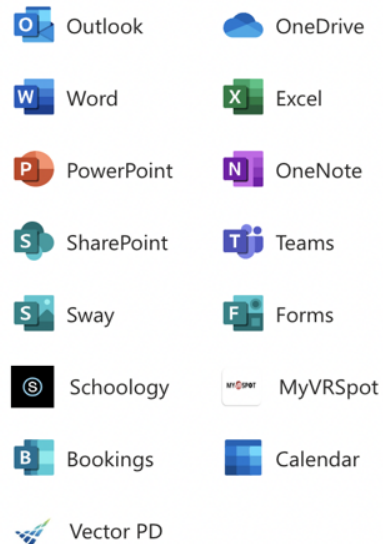
- Log in to your email and select the waffle icon located to the left of the Desoto County Schools logo.



- Scroll through apps to find Vector PD *if you don't see it... select explore all apps & find it under "Get work done"



Apps



[Explore all your Apps →](#)

- Locate and download the DCS Certificate of Completion. (Under MY ACTIVITIES tab, select the course name and then click the green button "View Certificate.")
- Apply and pay for your official CEU Certificate through the North Mississippi Education Consortium within **30 days** of the PD event completion date.

*Please note, the DCS Certificate of Completion is NOT the official NMEC/MS RESA Certificate and will not be approved by MDE for license renewal. Only NMEC/MS RESA Certificates awarding CEUs should be uploaded to MECCA to be approved by MDE for license renewal.

STEP 2: Applying & Paying for CEU

- Go to the NMEC link emailed to you by profdev@dcsms.org after completing the PD opportunity.
 - Complete the evaluation.
 - Complete the acknowledgement page.
 - Complete the additional information required.
 - **Note: You will need your Educator ID (license #)**
- Select Desoto County Schools, Select Summer/Fall or Spring, and select course.
- Upload the attached DCS Certificate of Completion from Vector PD.
- Complete payment online ***highly recommend** or mail a check (within 3 weeks)
NMEC, Attention: Anna Brantley
850 Insight Park Avenue, Suite 253C
PO Box 1848, University, MS 38677

STEP 3: Downloading & Saving CEU Certificate

*******NOTE: NMEC may take up to 1-4 weeks to process CEU Certificates. *******

To see if the CEU has been issued from NMEC, please follow the below instructions:

- Login to your www.msresaservices.com account. Use the email address you received the registration confirmation from — **do not** create an account, as you already have one!
- Your login
 - Username: email address used when you applied for CEU
 - Password: 12345 or try “help, I forgot my password!” if you don’t remember
- Click on Registration History
- Find the event
 - **IF THE CERTIFICATE HAS BEEN ISSUED:**
 - Click on the blue registration ID to the left of the event
 - You will see “Download CEU Certificate.”
 - **IF THE EVENT IS NOT IN YOUR REGISTRATION HISTORY:** Your credit application has not been processed yet. ***If it is has been more than four weeks contact NMEC using the link below.**
 - [North MS Contact Information](#)

This CEU Certificate issued by NMEC from RESA is the only certificate that can be uploaded to MECCA to receive credit towards license renewal.

To help locate your CEUs in the MS RESA Services Account [Click here](#)

STEP 4: Uploading a MSRESA CEU Certificate to MECCA to Maintain License

1. Login in to Mecca using the link: [MECCA LOGIN](#)
2. Scroll down to Quick Links.
3. Click on Add Professional Development.

Quick Links

 Print My License

 Add Professional Development

4. Select + NEW:

Professional Development

+ New

5. Select the Renewal Type CEU Credits. Enter the information directly from the CEU certificate. (*not contact hours).
 - Type in the institution.
 - Type course name.
 - Enter start & end dates.
 - CEU Credit
 - Select an attachment type.
 - Choose the file that you have already downloaded/saved from RESA.
 - Click Save.
- MECCA Contact Information:
 - teachersupport@mdek12.org
 - (601)359 - 3483