

How to apply for MICHIGAN EDUCATOR CERTIFICATE in 26 STEPS

All Michigan educator certificates and renewals must be applied for through the Michigan Online Educator Certification System (MOECS). The following steps need to be taken to obtain INITIAL access to MOECS and apply for your certificate, renewal or additional endorsement:

1. Go to www.michigan.gov/moeecs.
2. Click on "Click Here to go to the MOECS Login Page" Logo.
3. Click on the "Create new Login Name/Password" link (*if you are NEW to the system*).
4. Follow the instructions and provide the required information to create your login name and password.
5. **Print the confirmation page** that contains your login name, password, and Michigan Education Information Systems (MEIS) account number.
6. Click on the link to return to MOECS.
7. Log into MOECS using the login name and password that you created.
8. After logging in, select "Educator" from the dropdown list.
9. Click on "Continue."
10. Follow the instructions and provide the required information to self-register in MOECS.
11. Once you have successfully self-registered in MOECS, you will be sent an email that contains a link to activate your account.
12. Click on that link and the MOECS login screen will appear.
13. Log into MOECS again, using the login name and password that you previously created.
14. Update and save your demographic information.
15. After you update and save your demographic information, the left navigation menus will appear on the screen.
16. Select "Apply for Educator Certificate or Renewal" from the left navigation menus.
17. Select the type of educator certificate that you are applying for or renewing from the dropdown list.*
18. Follow the instructions and answer all the questions.
19. Once you have completed the application process, a summary of your application will appear on the screen.
20. Review the summary and make sure that all the information and answers that you provided are correct.
21. After you have determined that the information on the application is correct, click on "Continue."
22. Read the advisory and check the boxes to verify that you have read and understood the advisory and that the information on the application is correct and true.

23. Enter your electronic signature and submit the application.
24. Once your application has been successfully submitted, you will receive a confirmation message.
25. If you completed your program or renewal credits through a college or university outside the State of Michigan, the confirmation message will list the documents that you need to submit to the Michigan Department of Education and provide an address where the documents must be sent. Evaluation of your credits or program for the purpose of Provisional certification, Provisional renewal or advancement to the Professional Certificate *will not occur until payment is made.*
26. If you completed your program or renewal credits through a Michigan college/university, that college/university will contact you if they need you to provide additional documentation.

Types of Educator Certificate

***NOTE:** *If you are applying for a renewal of a professional education certificate, Occupational Education Certificate, School Administrator Certificate, School Psychologist Certificate, or School Counselor License based on completion of one or a combination of the following:*

College Credits

You will need to add the credits that you completed through the “View/Update my College Credits” left navigation menu before you apply for the renewal. Transcripts will be requested at a later date;

State Continuing Education Clock Hours (SCECHs, formerly SB-CEUS)

(Prior to January 1, 2010)

You will need to add the credits that you completed through the “View/Update my SCECHs” left navigation menu before you apply for the renewal. Transcripts will be requested at a later date;

District Provided Professional Development (DPPD)

(Only for Professional Education Certificates)

You will need to add the credits that you completed through the “View/Update my Professional Dev. Data” left navigation menu before you apply for the renewal. The DPPD form is located under this section.

IMPORTANT: *You are required to complete the DPPD form (one per school year) and have them signed by the Principal or Designee of the school district. Once signed by the Principal or Designee of the school district, you may then enter the DPPD hours into the MOECS. Make sure to retain the signed DPPD form(s) for auditing purposes by the OPSS. The DPPD form(s) would be requested to be submitted to Michigan Department of Education at that time.*