

## HOW TO APPLY FOR A MICHIGAN EDUCATOR CERTIFICATE

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](http://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 e-mail that contains a link to activate your account.
12. Click on that link and the MOECS login screen will appear.

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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 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.

**\*\* 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:

- **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 BOARD CONTINUING EDUCATION UNITS (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. (Note: SB-CEUs are now called State Continuing Education Clock Hours or SCECH)
- **DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT (DPPD) – (for Professional Education Certificates only)**  
You will need to add the credits that you completed through the “View/Update my Professional Dev. Date” left navigation menu before you apply for the renewal. You must then fax your signed “District Provided Professional Development Record for Certificate Renewal” forms (one per school year) to (517) 373-0542. The form is available in the Michigan Online Educator Certification System (MOECS) under the forms tab.

**Applicants only need to create a login name and password and self-register in MOECS the first time they use the system. Once an applicant has self-registered, he/she can log into the MOECS at any time to apply for a certificate, renewal, additional endorsement, or duplicate certificate, update demographic information, check the status of an application, etc.**

If you have any difficulty with the MOECS self-registration process or the application process, please contact the Office of Professional Preparation Services at [MOECSSupport@Michigan.gov](mailto:MOECSSupport@Michigan.gov) or (517) 373-3310.