

CERTIFICATION INSTRUCTIONS FOR TEACHER CANDIDATES **GRADUATING FROM MICHIGAN INSTITUTIONS**

The Michigan Department of Education has transitioned to the new Michigan Online Educator Certification System (MOECS) database. The old system was retired effective December 1, 2010. This means that teacher certification candidates who will currently complete their programs from Michigan institutions must use the new system to obtain and maintain their teaching certificate.

If you are a candidate for teacher certification who is affected by this transition to MOECS, you will need to initiate the certification recommendation process by self-registering in MOECS. After you have self-registered, you will be able to log on to MOECS and apply for your teaching certificate. The application will be submitted to your recommending college/university. Once your recommending college/university approves your application and submits the recommendation for certification to the Michigan Department of Education, you will receive an e-mail notification to pay your certification fee online. Your certificate will be processed and mailed to you as soon as the payment is received.

Please visit <https://www.michigan.gov/moeecs> for continued updates and more information on MOECS.

TO REGISTER WITH MOECS **PLEASE FOLLOW THESE STEPS:**

Step 1: Create a Michigan Education Information System (MEIS) Account

Visit <http://cepi.state.mi.us/MEISPublic/> and follow the links on the screen to create a Michigan Education Information System (MEIS) account. When you complete the MEIS registration process, you will see a screen with your account ID, login and temporary password. Follow the link listed on the bottom of the screen to set your MEIS password. Be sure to print out or keep documentation of your MEIS account information for future reference.

Step 2: Register with MOECS

Once you have established a MEIS ID, please visit <https://www.michigan.gov/moeecs> and on the login screen sign in with your MEIS user ID and password and follow the steps to self register with MOECS. On the registration page, you will be asked to provide your MEIS account number, which is included in the email that you received from MEIS

Step 3: Apply for Certificate in MOECS

Once you have signed in with MOECS successfully, you will be asked to complete the demographic information and once it is saved, you will see the links on the left navigation panel. Choose the link that is appropriate for you and follow the steps to apply for your certificate.

Step 4: University/College review/approval

After you have applied for the certificate, your application will be submitted to the institution that you identified in the application process via MOECS for review and approval.

Step 5: Online Fee payment

Once your application is approved by the institution in MOECS, you will receive an email with a link for you to pay the fee online using credit/debit card or can do so by logging into MOECS using your user ID and password, and clicking on the "pending payment" hyperlink on the home page.

Step 6: Issuance of Certificate

Once the fee is paid, your application will be approved by the Michigan Department of Education, Office of Professional Preparation Services (OPPS) and the certificate will be printed and mailed to the address that you provided in your demographic information within 5 business days.

If you are having any difficulties with the registration process, please contact the Office of Professional Preparations Services at **517-373-3310**.