



Applying for your first Standard Certificate

1. Log into your MOECS account using the username and password you selected when creating your account.
2. Follow the prompts for selecting and submitting an application for the certificate you are seeking.
3. Be certain to accurately select the type of certification (Elementary or Secondary) based upon your completed program.
4. List the University of Michigan Dearborn as the institution from which your program for this certificate application was completed and/or degree awarded.
5. Include your UM ID#.
6. Make arrangements for an **official** transcript to be sent from the University of Michigan Dearborn to the Michigan Department of Education. Transcripts can be ordered from the Office of Registration and Records:

Ordering a Transcript

- Official transcripts can be ordered and sent hard-copy or electronically.
- Electronic official transcripts must be sent directly to the Michigan Department of Education from either the University of Michigan Dearborn or directly from a 3rd party confidential documents service.
- Michigan Department of Education Addresses:

Electronic

MOECSSupport@michigan.gov

U.S. Mail

Michigan Department of Education/OEE
608 W. Allegan Street
Lansing, Michigan 48933

7. Officially submit your application

What happens next:

1. Your application will appear on a worklist for the University of Michigan Dearborn.
2. An audit will be conducted by the University of Michigan Dearborn to ensure successful completion of your entire program and any required content area MTTC.
3. The institution will verify that your CPR and First Aid (Adult and Child) is still active. Recommendation cannot occur without this credential.
4. If the audit is successful, the application will be recommended. You will be contacted if an item is missing.
5. You will be contacted by the MOECS platform, informing you of the recommendation and prompting you to submit your electronic payment for the certificate. [Certification Fees](#)

For technical difficulties with the application process, please contact MOECS as follows:

Email: MOECSSupport@michigan.gov.

Telephone: 517-241-5000



CERTIFICATION GUIDANCE DOCUMENTS

[Standard Teaching Certificate Renewal](#)

[Progressing to the Professional Teaching Certificate](#)

[Professional Teaching Certificate Renewal](#)

[Adding an Endorsement to a Michigan Teaching Certificate](#)

[All MDE Certification Guidance Documents](#)