

## HOW TO APPLY FOR A MICHIGAN EDUCATOR CERTIFICATE

Adapted from the Michigan Department of Education 2011 “Facts on Educator Certification”

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 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” button.
3. Click on the “Create new Login Name/Password” link.
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, 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.
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 menu will appear on the screen.
16. Select “Apply for Educator Certificate or Renewal” from the left navigation menu. If you are a certified teacher adding a new endorsement but not renewing a certificate, select “Apply for Additional Endorsements.”
17. Select the type of educator certificate that you are applying for or renewing from the dropdown list.  
  
If you are applying for a **renewal of a Professional Education Certificate** or an **Occupational Education Certificate** 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 in MOECS before you apply for the renewal.
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 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 you have read and understood the advisory and 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 are applying for a **Professional Education Certificate**, an “Experience Report” must be submitted to the COE Office of Academic Services, 206 Porter Building, FAX 734-487-7089. This form is available at [www.emich.edu/coe/students/cont\\_cert](http://www.emich.edu/coe/students/cont_cert).

If you are applying for an **Additional Endorsement**, a “Program of Study” must be submitted to COE Office of Academic Services, 206 Porter Building, FAX 734-487-7089. This form is available at [www.emich.edu/coe/students/cont\\_cert](http://www.emich.edu/coe/students/cont_cert).

26. After EMU approves the certificate, renewal or endorsement, MOECS will send you an e-mail that contains a link to pay the fee.
27. Once the fee is paid, MOECS will e-mail you information about printing your new certificate.

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. Additional information about MOECS including FAQ’s and Educator Applicant Tutorial Videos are available at [www.michigan.gov/moeecs](http://www.michigan.gov/moeecs).