Applying for the Michigan Administrator Certificate

The application process for certification in the state of Michigan has recently changed. **As of February 2011, the application process is now entirely online.** To apply, follow the tutorial below.

Go to **www.michigan.gov/mde**

In the top center of the screen you will see a black box that has MEIS Michigan Education Information System.

Click on the MEIS logo. This will take you to the MEIS login page. To create an account click the left link at the bottom of the page that says: Create an MEIS Account.
Once you have an MEIS account. You need to go back to the [www.michigan.gov/mde](http://www.michigan.gov/mde) website.

Now, under the MEIS box you will see a drop down menu that asks: Jump to a category...Click on the drop down arrow and select Michigan Online Educator Certification System (MOECS). Then click Go next to the drop down box.

That link will jump you to the bottom of the website screen. You will need to click on the Michigan Online Educator Certification System link there. (See highlighted link below).
Now a new window will open and you will be taken to the MOECS Introduction site. There is all sorts of helpful information here for you. But to apply for the certificate, you need to click on the Blue box at the top center of the page that reads: Click Here to go to the MOECS Login Page.

Another window will pop up with the page below. To login, enter your new MEIS account Login Name and Password in the right top fields of the screen.
Once in the system, you should be able to figure out what to do from there. However, if you still have questions, you can always click on the link in the center top part of the page under #1 that reads: Educator/Applicant Tutorial videos. Once there, you can click on any of the links to get more information.

- Keep in mind that after you apply for any certificate, the state will send you a confirmation email. This email will ask you to contact your recommending institution for any further paperwork that might be necessary.

- **Do not** contact the Department of Leadership and Counseling. If we require any other information you will be contacted.

- All correspondence will be directed to the email address you submit to the site. So, make sure that you are monitoring that email’s inbox.

- Once you are recommended, you will be sent an email by the state. The email will instruct you how to pay your fee. Once you pay your fee, your certificate will be automatically ready to print through the MOECS site.

*Note: the new process is quicker so 90-Day Letter is no longer needed*