

INITIAL MOECS INSTRUCTIONS FOR EDUCATORS:

Step 1: Create an Account (ONLY IF NO ACCOUNT ALREADY EXISTS)

Visit <https://mdoe.state.mi.us/MOECS/Login.aspx> and follow the links on the screen to "create a new Login Name/password". Please be sure to print the page with the MEIS user ID account information for your records.

Step 2: Register with MOECS

Once you have established a MEIS user ID, please visit <https://mdoe.state.mi.us/MOECS/Login.aspx> 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 was assigned to you at the time you created your MEIS account.

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: Online Fee payment

Once your application is submitted, and/or approved you will be sent an e-mail with a link for you to pay the fee online, using a credit/debit card. You can also pay the application evaluation fee by logging into MOECS and clicking on the "pending payment" hyperlink on the home page.

Step 5: Issuance of Certificate

Once the application is approved, your certificate will be valid. You may check the status of your application at any time by logging into your MOECS account. Upon certificate issuance, you will print the certificate using the print certificate button feature in MOECS. **The certificate will be official once signed and notarized.**

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

OR

email MOECSSupport@Michigan.gov.