How to Apply for Certification

Once you have completed all the requirements needed for certification, you will need to apply through the Michigan Online Educator Certification Systems (MOECS) database. All teachers seeking certification of any kind must register with MOECS in order to receive their certificate. Please visit [www.michigan.gov/moecs](http://www.michigan.gov/moecs) for more information on MOECS.

To apply for certification, please follow these steps:

**Step 1: Create a Michigan Education Information System (MEIS) Account**
[www.michigan.gov/meis](http://www.michigan.gov/meis). Click on the MEIS box to create a Michigan Education Information System (MEIS) account. MEIS will give you a user ID and password along with the MEIS account number. This is the ID and password you will use to register with MOECS.

**Step 2: Register with MOECS**
Once you have established a MEIS ID, please visit [www.michigan.gov/moecs](http://www.michigan.gov/moecs) 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. You will not see provisional renewal as a choice. You will choose the general teacher certification link.

**Step 4: Choose the link that is appropriate for you and follow the steps to apply for your certificate.** You are applying for an initial Provisional Certificate. After you have answered the questions and submitted your application, it will be forwarded to MTU/or the institution which you identified as where your coursework was completed on MOECS. If you are not eligible for the certification because you have not met all the requirements, you will receive a “No Cert” letter from MTU letting you know what is missing. Our office will audit, approve and submit your application to the MDE if all requirements have been met.

**Step 5: Online Fee Payment**
Once your MOECS application has been successfully submitted to the MDE through MOECS, you will receive an email with a link for you to pay the evaluation fee on-line, using a credit/debit card. You can also pay the application fee by logging into MOECS and clicking on the pending payment hyperlink on the home page. If you do not receive a payment email within two weeks of applying, please contact Nancy Jayne (ndjayne@mtu.edu) regarding status of MOECS application.

**Support desk for the Michigan Online Educator Certification System (MOECS):** Telephone: (517) 373-3310 or E-mail: MOECSsupport@Michigan.gov