

## **CERTIFICATION INSTRUCTIONS FOR TEACHER CANDIDATES GRADUATING FROM MICHIGAN INSTITUTIONS IN DECEMBER 2010**

The Michigan Department of Education is in the process of transitioning to the new Michigan Online Educator Certification System (MOECS) database. The old system will be retired effective **December 1, 2010**. This means that teacher certification candidates who will currently complete their programs from Michigan institutions in December will not be recommended for certification until the MOECS goes live on **February 8, 2011**. **You will receive a 90-day letter from the institution which is valid for obtaining employment in Michigan until your certificate is processed.**

If you are a teacher candidate who is affected by this transition to MOECS you will need to initiate the certification recommendation process by self-registering in MOECS beginning **February 8, 2011**. After you have self-registered your institution will receive a notification to verify your certification information and submit the recommendation for your certificate. You will then receive an email notification to pay your certification fee online and your certificate will be processed and mailed to you within 7 to 14 business days.

Please visit <http://www.michigan.gov/moeecs> for continued updates and more information on MOECS.

### **TO REGISTER WITH MOECS ON OR AFTER FEBRUARY 08, 2011, PLEASE FOLLOW THESE STEPS:**

#### **Step 1: Create a Michigan Education Information System (MEIS) Account**

Visit <https://cepi.state.mi.us/MEISPublic/> and follow the links on the screen to create a Michigan Education Information System (MEIS) account. MEIS will email you a user ID and password along with the MEIS account number to the email address provided by you during MEIS registration.

#### **Step 2: Register with MOECS**

Once you have established a MEIS ID, please visit <http://www.michigan.gov/moeecs> 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 and follow the steps to apply for your certificate.

#### **Step 4: University/College review/approval**

After you have applied for the certificate, your application will be submitted to the institution that you identified in the application process via MOECS for review and approval.

#### **Step 5: Online Fee payment**

Once your application is approved by the institution in MOECS, you will receive an email with a link for you to pay the fee online using credit/debit card or you can do so by logging into MOECS using your user ID and password.

#### **Step 6: Issuance of Certificate**

Once the fee is paid, your application will be approved by the Michigan Department of Education, Office of Professional Preparation Services (OPPS) and the certificate will be printed and mailed to your address as stated in your demographic page within 7-14 business days.

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