

DIRECTIONS FOR THE NEW ON-LINE TEACHING CERTIFICATE RENEWAL PROCESS (MOECS). ALL RENEWALS MUST BE DONE ON-LINE. PAPER APPLICATIONS WILL NOT BE ACCEPTED.

YOU CAN 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/moece> 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 can be printed from the site. Look for the option "Print Certificate" in the menus on the left side of the page.