

Michigan Online Educator Certification System (MOECS) Renewal Procedure:

IF YOU ALREADY HAVE A MEIS ACCOUNT YOU MUST USE THE ONE YOU HAVE. CREATING A NEW ACCOUNT WILL NOT GAIN YOU ACCESS TO MOECS!

You will need to set-up your username and password within the State of Michigan password system, MEIS. You may do that at any time by logging on to the following website: <https://www.michigan.gov/meis>

Once you have obtained your user name, password, and MEIS account number, log into the Michigan Online Certification System (MOECS) at <https://www.michigan.gov/moece> and click on the big blue “click here to go to MOECS” box or go to <https://mdoe.state.mi.us/MOECS/Login.aspx>.

Once you are in MOECS it will ask you to **register as an educator**. It will then ask you to update (click EDIT) your demographics. You will not be able to move forward in the system until you click “save” at the bottom of the demographic page.

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Personal Information

Full Name
Gender
Date Of Birth
SSN
Ethnicity
Address
Primary Phone
Secondary Phone
Email
PIC
U.S. Armed Forces
National Guard/Reserves

Education History

College/University Attended	Degree	Year Completed

Address Line 2
* City
* State / Province
* Zip / Postal Code
* Primary Phone
Secondary Phone
* Email
PIC
 Check this box if you have ever been in the U.S. Armed Forces
 Check this box if you are presently in the National Guard/Reserves

Education History (LIST ALL DEGREES EARNED)

College/University Attended	Degree	Year Completed
	-Select-	
	-Select-	
	-Select-	

Edit
Save Back

YOU MUST USE THE BUTTONS ON THE LEFT TO ADD YOUR CREDITS TO THE SYSTEM PRIOR TO RENEWAL. All credits must be obtained AFTER the issue date on your certificate.

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College Credits

College SCECHs/SB-CEUs District Provided PD Totals

(Message(s))
You do not have any college credit data. You may click on the Add button to create college credit record.

Add

COLLEGE CREDITS ONLY NEED TO BE ADDED IF YOU ARE RENEWING A PROVISIONAL CERTIFICATE, IF CERTIFICATE, INTERIM OCCUPATIONAL CERTIFICATE, OCCUPATIONAL EDUCATION CERTIFICATE, CERTIFICATE, SCHOOL PSYCHOLOGIST CERTIFICATE, OR SCHOOL COUNSELOR LICENSE AND COURSEWORK TO MEET THE RENEWAL REQUIREMENTS.

Click on the View/Update Professional learning button.

To add college credits click on college credits tab. Click “add”. Fill in the required fields.

To add SCECHS make sure that your PIC number (located under manage demographics) is in your SCR account. It will take 3 to 4 business days for SCECH’s to transfer over. For anything prior to 2010, you need to click add and manually enter the information in the required fields.

To add DPPD click on the Professional Development tab. Click “add” and fill in the required fields. Print your list and attach it to the DPPD form and have your employer sign it. If your administrator does not sign to confirm your DPPD Hours, they DO NOT COUNT. (You may NOT use DPPD to renew an Administrative or Provisional Certificate)

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Home **Totals of Professional Learning**

Manage Demographics **College Credits** SCECHs/SB-CEUs District Provided PD **Totals**

(* = Required)

Please select the Certificate Category & Certificate Type that you would like to apply to estimate your Professional Learning hours.

* Certificate Category School Administrator

* Certificate Type School Administrator Renewal

Data ID	Type	Number	Title	Credits	Hours Engaged	Learning Date	School Year
316222	SCECH	20140360	Co-Teaching for Coaches		12.00	02/18/2014	
321257	SCECH	20140199	Program Evaluation Tool Training of Trainers		6.00	03/14/2014	
294190	SCECH	20134278	2013 MI Skyward User Group Conference		9.00	11/05/2013	
			Total:		213		

You can apply on or after 1/1/2018
You have sufficient Professional Learning Hours to apply/renew this certificate.

Once all of your credit is in, you may renew. To renew your certificate you need to click the 3rd button down called “Apply for educator certification or renewal”. MOECS will guide you through the application process by asking questions. Make sure you answer the questions appropriately or you may end up with the wrong certificate application.

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Home **Apply Certificate**

(* = Required)

* Certificate Type --Select--

Apply

Please review the [Criteria for Accurate Teacher Certificate Application Documentation](#) document PRIOR to applying for a certificate.

IF YOU ARE APPLYING FOR A RENEWAL OF A PROFESSIONAL EDUCATION CERTIFICATE, OCCUPATIONAL EDUCATION CERTIFICATE, SCHOOL ADMINISTRATOR CERTIFICATE, SCHOOL PSYCHOLOGIST CERTIFICATE, OR SCHOOL COUNSELOR LICENSE BASED ON COMPLETION OF ADDITIONAL COURSEWORK, SCECHs, or DPPD, YOU MUST ADD THE CREDIT/HOURS COMPLETED BY CLICKING ON THE "VIEW/UPDATE PROFESSIONAL LEARNING" BUTTON ON THE LEFT SIDE OF THE SCREEN BEFORE PROCEEDING WITH THE APPLICATION.

The last page requires an electronic signature. Please enter your name exactly as it is as shown to you, most likely in all caps. When you are finished submitting your payment please print the confirmation sheet as that is your only receipt.