



CRITERIA FOR ACCURATE TEACHER CERTIFICATE APPLICATION DOCUMENTATION

Course Credit Documentation

Transcripts must be original and official. Original, official transcripts are issued by the college/university to the student directly – usually via mail. They may have a seal or watermark. Transcripts stamped “student issued” are acceptable. Photocopied and faxed transcripts cannot be accepted. Transcripts printed from an online document service are also not acceptable.

Electronic official transcripts are also acceptable as long as they are sent directly from the university/college or directly from a 3rd party confidential documents service, to our office’s confidential e-mail at MOECSsupport@michigan.gov. To ensure accuracy, please indicate your application number in the email when possible.

State Continuing Education Clock Hours (SCECHs) Documentation

SCECHs are imported directly into the Michigan Online Educator Certification System (MOECS) through the Secure Central Registry (SCR). Educators do not need to provide documentation during the application process in support of SCECHs. SCECHs that are obtained appropriately through a sponsor and have had the corresponding evaluation completed, will be available for use to renew/progress within MOECS. You may review your SCECHs in MOECS or the SCR once the two accounts have been linked.

District Provided Professional Development (DPPD) Documentation

A teacher wishing to use DPPD to progress to, or renew, a Professional and/or Occupational certificate must first log-in to MOECS and locate the “*District Provided Professional Development Record for Certificate Renewal*” form. This form can be located by clicking the “Forms” navigation bar on the left-hand side of the MOECS homepage or on our website at:

http://www.michigan.gov/documents/mde/DPPD_ADDENDUM_7_387885_7.doc.

The instructions for logging DPPD are located on this form and must be followed carefully.

If you are a teacher in a private school, you are not eligible to receive DPPD hours and thus may not use them for certificate renewal or progression.

This form is updated regularly in order to provide clarity to teachers. Please ensure you have the most recent form from MOECS before you submit it to your school principal/district designee for signature. In addition to the form, the teacher must also print all DPPD activities entered into MOECS and have these page(s) initialed by the employing district/school.

Work Experience Documentation

An educator wishing to document required work experience must use the appropriate “Teaching - Work Experience” form. This form can be located by clicking the “Forms” navigation bar on the left-hand side of the MOECS homepage or on our website at:

http://www.michigan.gov/documents/mde/WorkExperienceForm_2012_386545_7.pdf

The “Teaching - Work Experience” form must be filled out completely and all signatures obtained. The educator service rating at the bottom of the form must also be completed.