

DOCUMENTATION: CRITERIA FOR ACCURATE APPLICATION

Applications for certification are accepted using the Michigan Online Educator Certification System (MOECS). Submitting accurate and appropriate documentation to support your application is vital for staff within the Office of Professional Preparation Services to process and evaluate applications quickly and accurately. The following criteria, along with the information provided on the MOECS generated cover letter associated with each application, is key!

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. Faxed and photocopied transcripts cannot be accepted. Official transcripts can be opened, but cannot be photocopied or printed from a website.

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 [MOECS](#). 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 by educators who have access to the system. Educators do not need to provide documentation during the application process in support of SCECHs they have earned. Certificated or MDE licensed educators must [create a MOECS account](#) to view their SCECHs.

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 create an account ([first time users only](#)) and log-in to MOECS to 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 also found on this form and must be followed carefully.

If you are a teacher in a private school, you may not be eligible to receive DPPD hours and thus may not be eligible to use them for certificate renewal or progression. See the [guidance document](#) provided in 2015 for more information.

This DPPD record 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 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 homepage.

The "Teaching - Work Experience" form must be filled out completely, with the appropriate signatures, by the employing school. The educator service rating at the bottom of the form must also be completed. Third party substitute agencies may not complete this form.

Please note that the [status of your application](#) can be viewed at any time using the [MOECS](#). MOECS also allows educators to utilize other [convenient features](#) relating to certification, including the printing of a certificate.