EPP Certification Recommendations in MOECS

Individuals completing Michigan educator preparation programs are recommended for Standard Teaching Certificates by their Educator Preparation Provider (EPP) using the Michigan Online Educator Certification System (MOECS). While the MOECS application must be initiated by the educator candidate, the key step in obtaining the recommendation for certification is communication and coordination with the EPP teacher certification officer. The following guidance supports Michigan certification officers' procedures for recommending candidates for initial certification as well as for additional endorsements on existing educator certificates.

This guidance document will walk you through the following processes:

- Obtaining MOECS Access
- Using the MOECS Worklist
- Recommending Candidates
- Editing the Application
- Additional Endorsements
- Modifying the Application Status
- Managing Multiple Applications
- Recommending Career and Technical Education (CTE) Candidates

MOECS Access

Teacher certification officers must obtain access to MOECS. To obtain access to MOECS, you will need a Michigan Education Information System (MEIS) account.

- Be sure to maintain a record of your username, password, and MEIS account number, which can be found during the set-up portion of the process on the page asking you to "Print this page for your records."
- If you have an existing MEIS account, you can use it and skip the step above.

Once you have a MEIS account, fill out the MOECS Access Form for Education Preparation Providers. The completed and appropriately signed form must be submitted to: MDE-EducatorHelp@Michigan.gov. Once the form has been processed, you will receive an email confirming access to the system.

MOECS Worklist

Access granted to EPPs provides unique access to a worklist of candidates awaiting recommendation for initial certification as well as additional endorsements. To view the recommendation worklists and begin recommending educator candidates, log into your MOECS account.

Applications are completed by candidates and, without review, will be issued as submitted. This can result in errors and subsequent requests for correction by Michigan Department of Education (MDE). Applications submitted by candidates must be reviewed for accuracy.

Once you have logged in to MOECS, click *Worklist* in the left navigation menu. Note: The menu defaults to *Teaching*.

Choose the certificate type for review.

- Click *Search*.

Recommending Candidates

To review and recommend applications individually:

- Click the application number of the candidate you want to review.

- On the next screen, click the application number to review the application.

You can review the applicant's personal information and application answers.

- Confirm that the following items in the application are correct and that the ==EPP has maintained supporting documentation==, including: link the records management document here.
  - correct grade levels
  - correct and complete set of endorsements (MTTC results and course completion)
  - completion of program and degree awarded
  - professional practices questions
  - CPR/First Aid certification (not required for educators certified on or after August 1, 2023 [PA 110 of 2023])

- Click *Modify and/or Recommend* to continue the recommendation process.

To complete the recommendation:

- Click the check box in the *Recommend* column to ensure the endorsement is added to the certificate.
- Click *Edit*, if necessary, to change the grade levels and major/minor designations and click *Confirm* to save changes.
- Click *Continue* to complete the process.

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You will be given an opportunity to review the endorsement(s) for which you are recommending the candidate.

- Click *Recommend* to continue.

You will be asked if you are sure you would like to continue with the recommendation.

Click *OK* to proceed. You will receive a confirmation message.

Click *Go to Teaching Worklist* to choose another application.

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Editing the Application

If the application was submitted without an endorsement for which the candidate is qualified, you may add it prior to submitting the recommendation.

- Click *Add Endorsement*.
- Choose the endorsement from the drop-down menu and add grade level and major/minor designation.
- Click *Confirm* to save changes.
- Note that the added endorsement is already checked and is ready for recommendation.
- Add remarks, if necessary.
- Click *Continue*.

If you add an endorsement for the candidate and there is not a passing MTTC score on file in MOECS, you will receive an error message.

- Click *Delete* to remove the endorsements you added for which there are no test scores.
- You may place the application on hold until passing test scores are received. You may also cancel or deny the application.

If you do not click the *Recommend* box for one or more of the endorsements, you will receive a warning message.
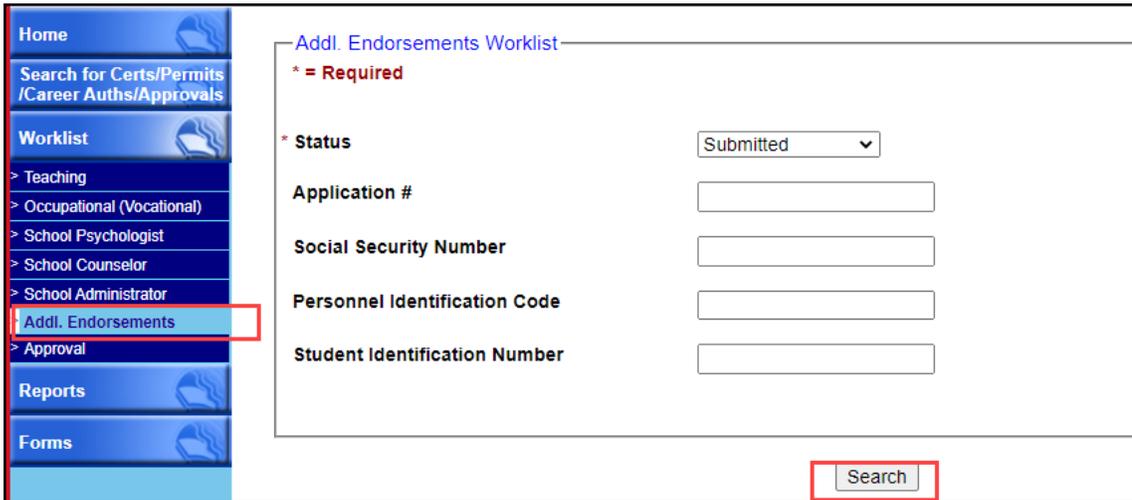

- Click *Cancel* to return to the endorsements screen.
- Click *OK* to continue the application. Doing so will prevent unchecked endorsements from being added to the certificate.

Additional Endorsement Applications

To process additional endorsement applications, click *Worklist* in the left navigation menu and choose *Addl. Endorsements*.

- Leave the status as Submitted and click *Search.*
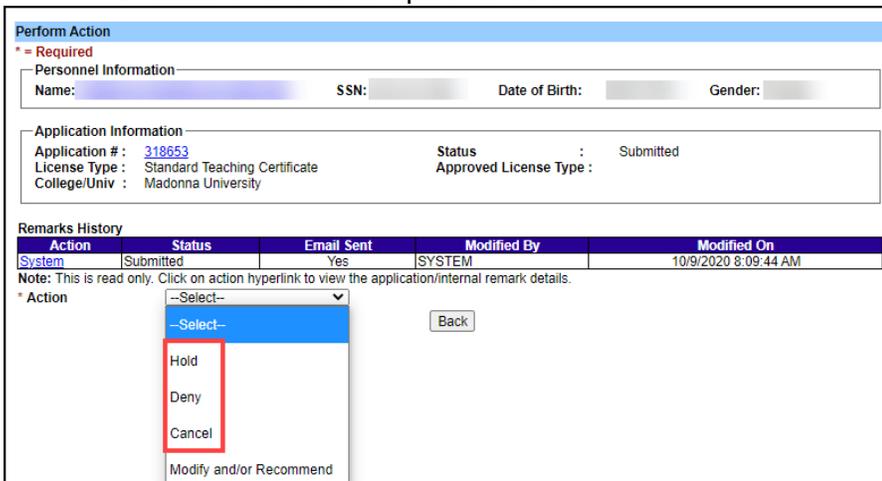

To complete the recommendation, follow the steps in the Recommending Candidates section.

Modifying an Application Status

If you need to deny, cancel or place an application on hold:

- Click the *Back* button.
- Choose the application again.
- Choose one of the options below.

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Placing an Application on Hold:

- Ensure that the *Send Email?* box is checked so the candidate is notified of the hold.
- Enter the reason(s) for the hold in the *Application Remarks*.
- Click *Submit*.

Denying an Application:

NOTE: You may deny an application and approve it at a later date.

- Ensure that the *Send Email?* box is checked so the candidate is notified of the denial.
- Add the denial reason(s) in the *Application Remarks*.
- Click *Submit*.

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Cancelling an Application:

NOTE: Cancelled applications cannot be approved later.

- Ensure that the *Send Email?* box is checked so the candidate is notified of the cancellation.
- Add the reason(s) for the cancellation in the *Application Remarks*.
- Click *Submit*.

Managing Multiple Applications

You may click *Select All* if there are multiple applications.

CAUTION: Review each of the applications prior to using this option.

NOTE: MDE does not recommend using the *Select All* option.

Recommending Career and Technical Education Candidates

As of May 2021, MDE began issuing one teaching certificate for general endorsements and for Career and Technical Education (CTE) endorsements. Applications for initial certification will result in one teaching certificate for candidates applying for general and/or special education and CTE endorsements. Candidates applying for CTE only will apply for a teaching certificate as CTE certificates will no longer be issued.

Changes to the EPP worklists – Released May 2021
- Occupational has been removed from the worklist dropdown menu.
- Candidates can no longer apply for Standard CTE Certificates. Standard CTE Certificates will no longer appear in an institution worklist.
- Candidates applying for an initial standard certificate with only a CTE endorsement will submit an application for the Standard Teaching Certificate.
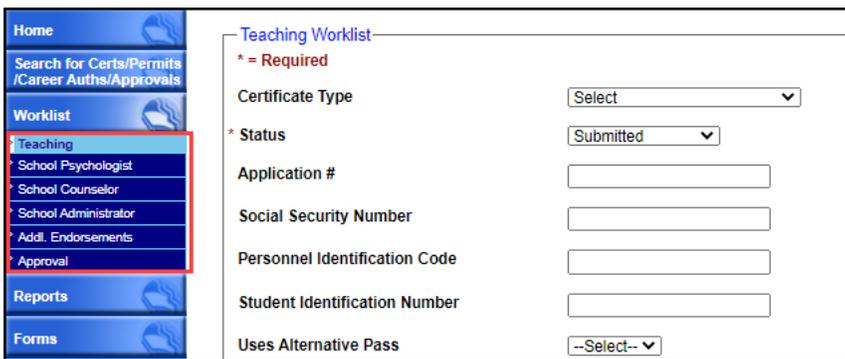
- If a candidate applies to add a CTE endorsement in the future they will use the process to add the endorsement to their current certificate.
- Institutions will choose the *Addl. Endorsements* button to process the applications.
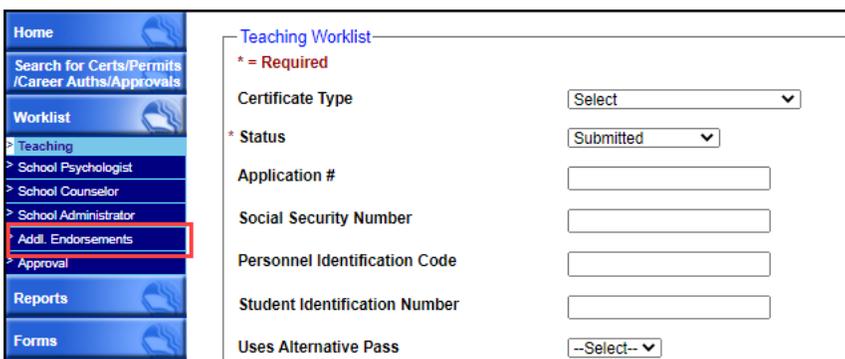
- Institutions approved to offer CTE endorsements will see a new button *Add CTE Endorsement* on their worklist approval screen.
  - If the candidate forgot to apply for the CTE endorsement during the application process, approved CTE institutions may add the endorsement during the recommendation process.

Guidance for CTE Applicants and Existing CTE Certificate Holders

Issuing one certificate resulted in the following changes to the application certificate type drop down menu:

- Shortened certificate type titles;
- CTE included with the Teaching Certificate type;
- Career and Technical Education Certificate type removed from the menu.
  - o Teacher candidates applying for initial CTE certification must use the Teaching Certificate (includes Career and Technical Education) option.

- Candidates see a new screen and choose from the options below.

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┌─ Apply For Teaching Certificate ───┐
│ * = Required   │
│   │
│ * I want to apply for a teaching certificate with the following: │
│   │
│   ◉ General and/or special education endorsements *   │
│   │
│   ○ Career and Technical Education (CTE) endorsements **   │
│   │
│   ○ Both   │
│   │
│   * Elementary, English, Mathematics, Science or Special Education, etc.│
│   ** Career and Technical Education endorsements are for teaching in   │
│   career and technical education or career pathway   │
│   courses (Construction Trades, Cosmetology or Fashion Design, etc.).   │
│   You must have completed an approved program   │
│   leading to CTE certification or old a valid out-of-state certificate │
│   to apply.   │
│   │
│   [Back] [Next] [Cancel]   │
└──┘

Changes to existing certificates within MOECS

To prepare for the migration to one teaching certificate, the following changes were made for current holders of both teaching and CTE certificates.

- Educators' CTE endorsements were added to their existing Standard or Professional teaching certificates.
- If the expiration dates of the two certificates did not match, the expiration date furthest in the future was used.
- Educators who held a Professional Teaching Certificate and a Standard CTE Certificate now hold a Professional Teaching Certificate.
- Educators who held a Professional CTE Certificate and a Standard Teaching Certificate now hold a Professional Teaching Certificate.
- Educators who held only a Standard or Professional CTE Certificate now hold a teaching certificate of the same level as their former CTE Certificate.
- Vocational Codes were eliminated and no longer appear on current and future teaching certificates.
    - Vocational Codes had been placed on teaching certificates as indicators the educator also held a CTE certificate. Now that they are on the same certificate, it is already apparent, and the additional indicator is not necessary.
- All historical certificates were marked as expired but are preserved and readily available for viewing/printing within MOECS.