



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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PUBLIC INSTRUCTION

October 28, 2010

MEMORANDUM

TO: Local and Intermediate School District Superintendents
Public School Academy Administrators

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: New Educator Certification Database

This is to remind you that the Michigan Department of Education's Office of Professional Preparation Services (OPPS) is replacing the License 2000 (L2K) educator certification database with the new Michigan Online Educator Certification System (MOECS). **In order to pilot the MOECS, the L2K database will be retired on December 1, 2010. All permits and annual authorization applications for fall 2010 must be submitted by November 15, 2010. Please be advised that the state auditors have instructed the OPPS to refer all late permit applications to the State Aid Office as required by Section 163 of the State Aid Act.**

The timeline for the pilot of MOECS is from February 8, 2011 to April 11, 2011. Several local districts, public school academies, and intermediate school districts/regional education service agencies will be contacted in November 2010 to participate in the pilot. Each week, districts/schools will be added to the pilot. When MOECS goes live on April 12, 2011, all districts/schools will have access to the system. Beginning in December 2010, districts/schools will receive extensive training on how to use the new MOECS. The OPPS will send out reminders and more information on the MOECS pilot and training. Your cooperation and understanding as we make the transition to MOECS is greatly appreciated.

Please visit <http://www.michigan.gov/moecs> for continued updates and more information on MOECS. Attached is a flyer to distribute to your educators instructing them on how to apply for their certificates and certificate renewals through MOECS.

If you have any questions please contact Dr. Flora L. Jenkins at 517/373-6505 or email jenkinsf@mi.gov.

cc: Michigan Education Alliance

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CERTIFICATION INSTRUCTIONS FOR TEACHER CANDIDATES GRADUATING FROM MICHIGIAN INSTITUTIONS IN DECEMBER 2010

The Michigan Department of Education is in the process of transitioning to the new Michigan Online Educator Certification System (MOECS) database. The old system will be retired effective **December 1, 2010**. This means that teacher certification candidates who will currently complete their programs from Michigan institutions in December will not be recommended for certification until the MOECS goes live on **February 8, 2011**. **You will receive a 90-day letter from the institution which is valid for obtaining employment in Michigan until your certificate is processed.**

If you are a candidate for teacher certification who is affected by this transition to MOECS, you will need to initiate the certification recommendation process by self-registering in MOECS beginning **February 8, 2011**. After you have self-registered, you will be able to log on to MOECS and apply for your teaching certificate. The application will be submitted to your recommending college/university. Once your recommending college/university approves your application and submits the recommendation for certification to the Michigan Department of Education, you will receive an e-mail notification to pay your certification fee online. Your certificate will be processed and mailed to you as soon as the payment is received.

Please visit <http://www.michigan.gov/moecs> for continued updates and more information on MOECS.

TO 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. When you complete the MEIS registration process, you will see a screen with your account ID, login, and temporary password. Follow the link listed on the bottom of the screen to set your MEIS password. Be sure to print out or keep documentation of your MEIS account information for future reference.

Step 2: Register with MOECS

Once you have established a MEIS ID, please visit <http://www.michigan.gov/moecs> 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, and clicking on the "pending payment" hyperlink on the home page.

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 will be printed and mailed to the address that you provided in your demographic information within 5 business days.

If you are having any difficulties with the registration process, please contact the Office of Professional Preparation Services at 517/373-3310.