



**Michigan Online Education Certification System (MOECS)  
Access Form for Educational Service Providers or Management  
Organizations.**

**Step 1.** Each assigned personnel must have a Michigan Education Information System (MEIS) account to complete this form. **If you have a MEIS account or have access to MOECS for business/personal use, there is no need to create a new account. Go to Step 2.**

If you do not have a MEIS account, go to the [MEIS login page](#), click “Create a New MEIS Account” and follow the directions to set up your account.

**Step 2.** Individual Requesting Authorization Information:

**Name:** \_\_\_\_\_

**Educational Service Provider or Management Organization:**

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**MEIS Account Number:** \_\_\_\_\_

**Step 3.** Please indicate the charter school that you need access for. You may attach a list if you need more room.

**School Name:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Step 4.** Please check each item below you are requesting. Requests are subject to approval of the Office of Educator Excellence.

**View Certificates/Permits**

View Certificates/Permits

**Reports**

Permit Report

Annual Authorizations Report

Approval Rosters Report

**Permits/Renewals**

Substitute Permit

Full-Year Basic Substitute Permit

Expert Substitute Permit

Extended Daily Substitute Permit

Full-Year Shortage Permit

School Administrator Permit

Pay Fee for Permit

Manage Permits

**Career and Technical Education Authorizations/Renewals**

Apply for Career and Technical Education Renewals

Manage Career and Technical Education

Pay Fee for Career and Technical Education

**School Nurse Certificate/Renewals**

Apply for School Nurse Certificate/Renewals

**Credential Data Exchange**

Upload Credential Data Exchange

View Update Status

**Manage Demographics**

View Demographics

Edit Demographics

Add Demographics

**☐ Approvals**

- Apply Approval
- Process Approval
- Pay Fee for Approval
- Download Approval

**Step 5.** In order to receive authorization to access MOECS, the user must sign this agreement.

*As an authorized user of MOECS, I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I agree to comply with the requirements of the Privacy Act of 1974 governing records maintained on individuals. A copy of the Privacy Act of 1974 is available at [The United States Department of Justice](#) website.*

*Please be advised that this authorization does not allow you to apply for permits on your own behalf.*

\_\_\_\_\_  
Signature of Individual Requesting Authorization                      Date

**Step 6.** Educational Service Provider or Management Organization Chief Executive Officer:

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*I attest that the authorized user listed in Step 2 has authorization to access MOECS and perform the checked functions on behalf of the Educational Service Provider or Management Organization.*

\_\_\_\_\_  
Signature of Chief Executive Officer                      Date

**Print a copy of this form and retain in case of audit.**

**Please email this completed form to [MDE-EducatorHelp@michigan.gov](mailto:MDE-EducatorHelp@michigan.gov)**