



**Michigan Online Education Certification System (MOECS)
Access Form for ISD/ESA, Nonpublic School, PSA, or LEA Users.**

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](#) and click “Create a New MEIS Account” and follow the directions to set up your account.

Step 2. ISD/ESA, Nonpublic School, PSA or LEA Information:

District Name: _____

District Code: _____

Step 3. Individual Requesting Authorization Information:

Name: _____

Email: _____

Title: _____

MEIS Account Number: _____

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
- School Social Worker 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: Superintendent Information:

Name: _____ **Title:** _____

Email: _____

I attest that the authorized user listed in Step 3 has authorization to access MOECS and perform the checked functions on behalf of the ISD/ESA, Nonpublic School, PSA or LEA.

Signature of Superintendent

Date

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

Please email this completed form to MDE-EducatorHelp@michigan.gov