

MOECS Access as a School User

What is MOECS Access

The [Michigan Online Educator Certification System \(MOECS\)](#) is a multifaceted, secure web-based licensure and certification system that allows:

EDUCATORS access to their certification data, apply for certificates and endorsements, and renew their certificates.

COLLEGES/UNIVERSITIES access to general certification data, as well as their educator preparation candidates for recommendations and reporting purposes.

SCHOOL DISTRICTS/SCHOOLS access to certification data and various reports, apply and manage permits, apply for annual vocational authorizations, apply for School Nurse Certificates/renewals, sponsor teachers for the 2-Year Extended Standard Teaching/Standard CTE certificate, and view educator professional development data.

How to Obtain Access

To obtain access to MOECS you will need a [Michigan Education Information System \(MEIS\)](#) account.

- If you have an existing MEIS account you can utilize the one you currently have and skip to the next step.
- Maintain record of your user name, password, and MEIS account number located on the page that said "Please print this page for your records" during the set up portion of the process.

Once you have a MEIS account you will need to fill out the appropriate user MEIS security agreement form found on the [MOECS homepage](#) and submit it to the Office of Professional Preparation Services.

- The completed and appropriately signed form must be submitted in one of two ways:
 1. email: MDE-EducatorHelp@michigan.gov
 2. fax: 517-241-1670.

Please do not submit duplicate forms.

After you have been added to MOECS you will receive an email letting you know you have access and can now log in and utilize the functions of the system.

Please note that educators utilize a different level of security and a MEIS security agreement form is not needed for their access to MOECS.