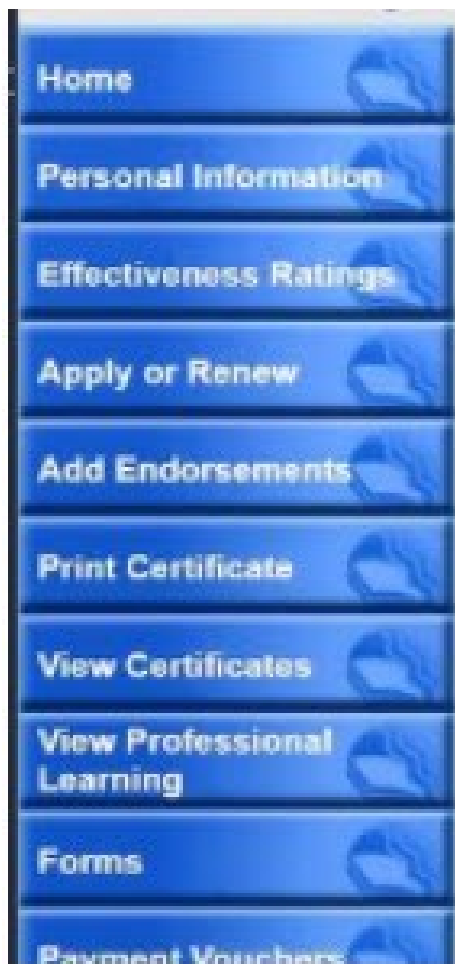


MOECS Features for Currently Certified Michigan Teachers

Log into your [Michigan Online Educator Certification System](#) (MOECS) account to access the features below.

UPDATE YOUR DEMOGRAPHICS/PERSONAL INFORMATION

Click on the "Personal Information" button on the left navigation menu and update your personal information to provide the best way for the Office of Educator Excellence (OEE) to contact you.



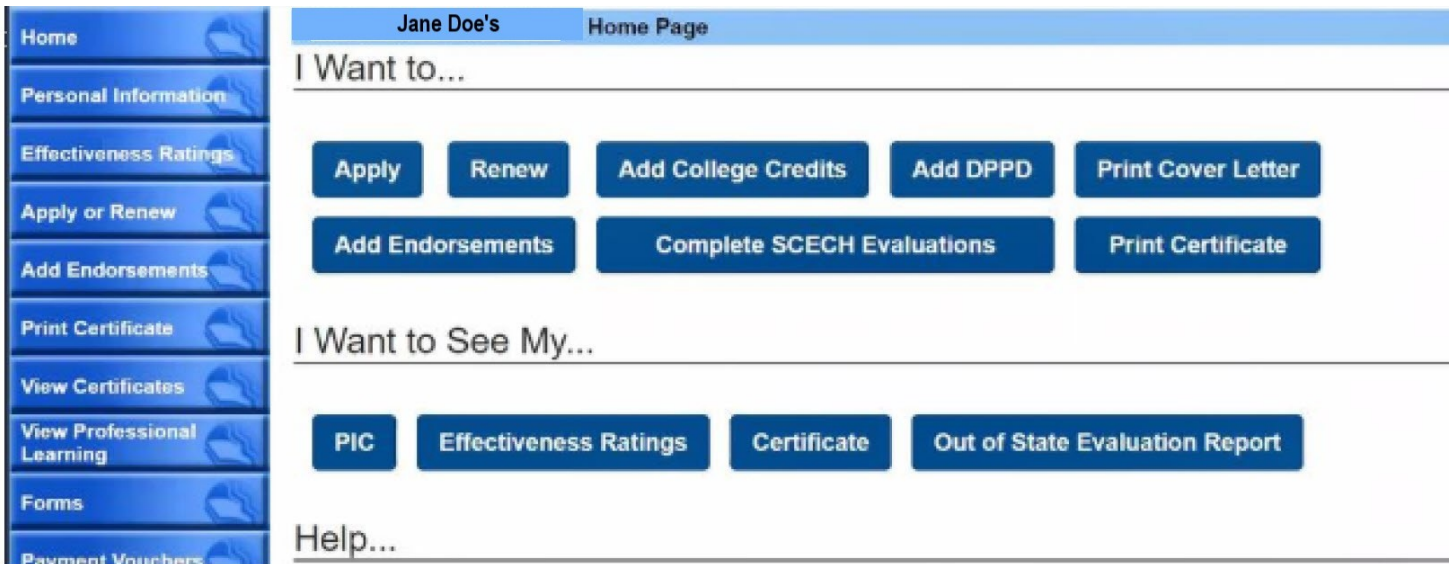
NOTE: If you do not have access to your work email account during the summer break, please consider using an email address for which you have continual access to avoid missing vital notifications.

UPDATE YOUR PROFESSIONAL LEARNING

Click on the "View Professional Learning" button on the left navigation menu and update the information needed for certificate renewal or progression. All of your professional learning does **not** need to be housed here; only that which is used for certification purposes.

Professional learning that is usable for certification must be obtained **after** the issue date of your certificate or most recent renewal.

To add college credits, click on college credits tab. Click "add" and fill in the required fields (see diagram below).



Jane Doe's Home Page

I Want to...

Apply Renew Add College Credits Add DPPD Print Cover Letter

Add Endorsements Complete SCECH Evaluations Print Certificate

I Want to See My...

PIC Effectiveness Ratings Certificate Out of State Evaluation Report

Help...

[State Continuing Education Clock Hours](#) (SCECHs) are uploaded into your account by an approved SCECH sponsor after you have completed the evaluation for the SCECH course. To complete SCECH evaluations click on the "Complete SCECH Evaluations" button. If you have completed the SCECH evaluation and your SCECHs have not been uploaded to your account under the SCECH tab, please contact your SCECH coordinator.

To add [District Provided Professional Development](#) (DPPD) completed before July 1, 2020, click on the "Add DPPD" tab from your MOECS home page (see diagram above) and then click "add" and fill in the required fields. Print your DPPD list by taking a screenshot of your Professional Learning page. Then secure the signature of the administrator who oversaw your DPPD and submit the printout along with the required [DPPD form](#).

The same administrator who signs the printout must sign the DPPD form to verify your completed DPPD hours.

DPPD completed after July 1, 2020 must be added to your MOECS account by your district.

You may view your total professional learning hours applicable to your next renewal by clicking on the "Totals" tab from your Professional Learning page (see diagram below).

[College Credits](#)
 [District Uploaded PD and SCECHs](#)
 [DPPD Earned Prior to July 01, 2020](#)
Totals



* = Required

Please select the Certificate Category & Certificate Type that you would like to apply to estimate your Professional Learning hours.

* **Certificate Category**

* **Certificate Type**

Data ID	Type	Number	Title	Credits	Hours Engaged	Date Completed	School Year
1311841	SCECH	20203462	District Provided Professional Development - School Improvement		5.00	09/03/2020	
1294595	SCECH	20203462	District Provided Professional Development - School Improvement		6.00	09/02/2020	
1294584	SCECH	20203579	Collaboration of the Minds 2020 - Day 2		6.00	08/15/2020	
1283176	SCECH	20185946	Wayne RESA Maker-STEM Summit		5.00	04/15/2019	
1283166	SCECH	20190312	2019 MACUL Conference: Cultivating Curiosity		8.00	03/22/2019	
964657	SCECH	20184715	Oakland County Project Based Learning Design Cohort 2018-19 - Day 4		5.00	10/23/2018	
944775	SCECH	20182676	Oakland County Project Based Learning Design Cohort 18-19 - Days 1-3		16.00	07/19/2018	
926633	SCECH	20181673	2018 Best Practices Apple Academy		18.00	06/21/2018	
			Total:		69		

APPLY FOR CERTIFICATE RENEWAL/PROGRESSION

Click the left navigation button labeled "Apply or Renew." MOECS will guide you through the application process by asking a series of questions, after which you will be sent a cover letter and a "Pay Fee" link.

ONLINE FEE PAYMENT

Click on the "Home" button on the left navigation menu (see Page 1 diagram) after completing the application questions. All of your pending applications will be viewable here once they are submitted. An active "Pay Fee" link will appear on the right of your application before you submit payment. Payment can be made using credit or debit cards only.

NOTE: Payment is for the evaluation process and receipt of payment by this office does not constitute approval of your application or issuance of your certificate.

CHECKING THE STATUS OF YOUR APPLICATION

Click on the Home button on the left navigation menu (see Page 1 diagram). All of your pending applications will be viewable here once they are submitted. The various application status labels are explained below.

Submitted: requires university approval or action; requires employer approval or action; not applicable to all applications. Contact your teacher preparation institution for more information about this status.

Pending Conviction Review: not applicable to all applications, only those requiring court documents under school safety laws.

Pending Payment: Click "Pay Fee" link to submit your application fee.

Waiting for Documents: Utilize the cover letter to ensure that you have sent all required documents. Allow 2 weeks for OEE to process.

Pending Evaluation: Preliminary documentation has been received and you will hear from an evaluator within 4-6 weeks.

Hold: You received an email with the reason for the hold. To review the hold reason, click on your application number.

Temporarily Approved: Testing or additional coursework is required. This is a ONE-YEAR temporary status.

Approved/Denied/Canceled: One of these statuses will indicate the completion of your application evaluation.

PRINTING

Upon certificate approval, you may print your certificate by clicking on the "Print Certificate" button on the left navigation panel (see Page 1 diagram). The certificate will be official once it is signed and notarized.

If you need assistance, please contact MOECS Support at MDE-EducatorHelp@Michigan.gov or call 517-241-5000 during phone support hours.