

Applying for the Michigan Administrator Certificate

The application process for certification in the state of Michigan has recently changed. **As of February 2011, the application process is now entirely online.** To apply, follow the tutorial below.

Go to www.michigan.gov/mde

In the top center of the screen you will see a black box that has MEIS Michigan Education Information System.



Click on the MEIS logo. This will take you to the MEIS login page. To create an account click the left link at the bottom of the page that says: Create an MEIS Account.



A screenshot of the MEIS User Management System login page. The header features the MEIS logo and the text "Welcome to the MEIS User Management System". Below this is a blue box with the text "MEIS Accounts are used to access MEIS web-based applications bearing this logo:" followed by the MEIS logo. The main content area is yellow and contains the text "Questions & Answers regarding MEIS User Management". It provides instructions for new users to "Create an MEIS Account" and for existing users to "Access an Existing MEIS Account". At the bottom, there are two columns of text. The left column, under the heading "If you DO NOT HAVE an MEIS Account:", contains the text "To obtain an MEIS account, please select the link below:" followed by the link "Create an MEIS Account" which is circled in red. The right column, under the heading "If you HAVE an MEIS Account:", contains the text "To update User Profile, Recover Forgotten Password/Login Name, please select the link below:" followed by the link "Access an Existing MEIS Account".

Once you have an MEIS account. You need to go back to the www.michigan.gov/mde website.

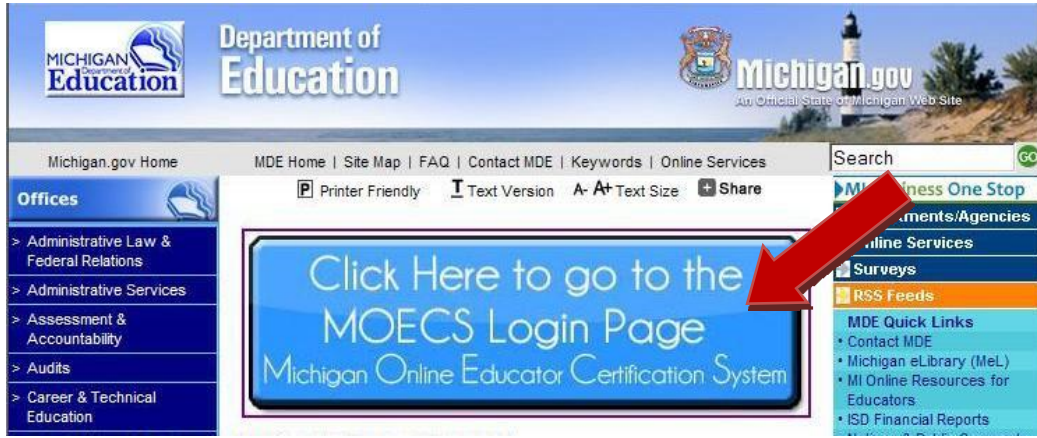
Now, under the MEIS box you will see a drop down menu that asks: Jump to a category...Click on the drop down arrow and select Michigan Online Educator Certification System (MOECS). Then click Go next to the drop down box.

The screenshot shows the MEIS (Michigan Education Information System) website. On the left is a vertical navigation menu with blue buttons for various services. On the right, there is a 'Jump to a category...' dropdown menu with a 'Go' button. The dropdown menu is open, showing a list of categories. The 'Michigan Online Educator Certification System' is highlighted in blue. A red arrow points to this highlighted option. Above the dropdown menu, there is a text box with the MEIS logo and instructions: 'To use any of the MEIS applications below you must have a MEIS account. To request to obtain, verify or remove a MEIS account, click on the MEIS logo (to the left). Please use the "Jump to Category" drop down (or scroll down) to locate and open your application.'

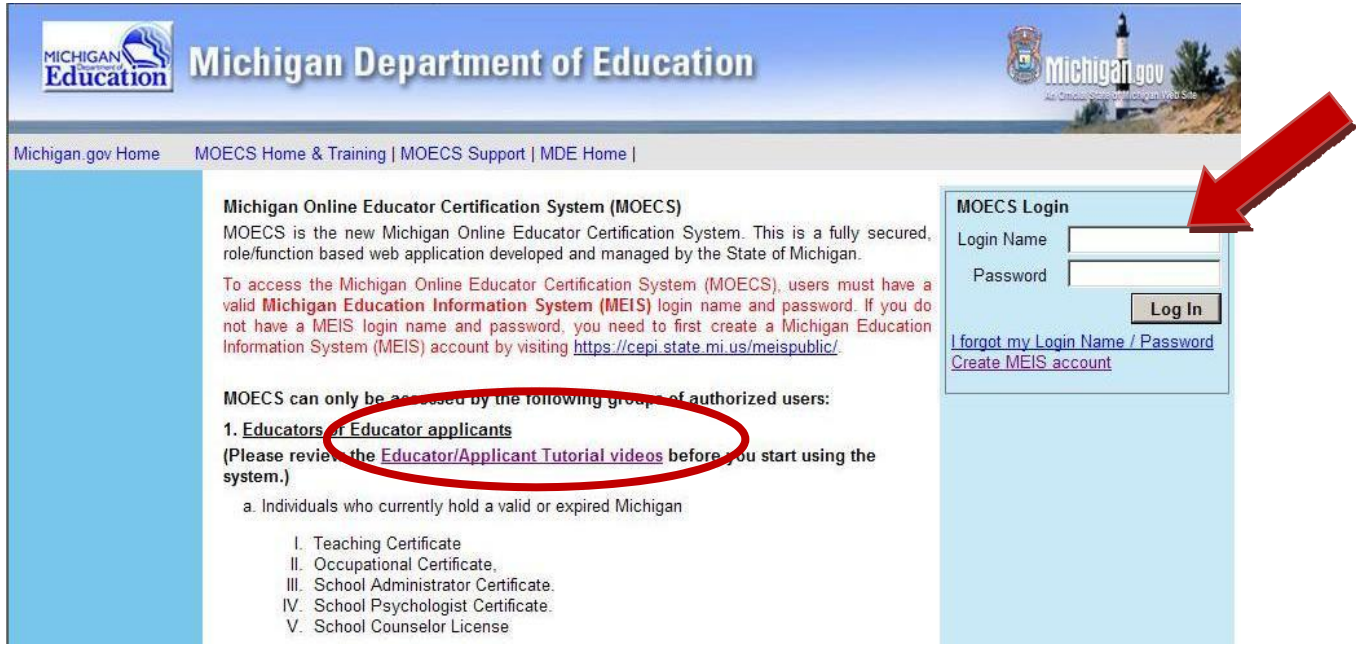
That link will jump you to the bottom of the website screen. You will need to click on the Michigan Online Educator Certification System link there. (See highlighted link below).

The screenshot shows a list of links on the website. The 'Michigan Online Educator Certification System' section is highlighted in blue. A red arrow points to the link 'Michigan Online Educator Certification System' within this section. Other sections visible include 'Taxable Value' and 'School Bus Inventory (SE-4107)'. The 'Taxable Value' section contains links for 'On-line Taxable Value Application' (with a PDF icon) and 'Taxable Value Site'. The 'School Bus Inventory (SE-4107)' section contains links for 'School Bus Inventory Application' and 'SE-4107 Security Agreement' (with a PDF icon).

Now a new window will open and you will be taken to the MOECS Introduction site. There is all sorts of helpful information here for you. But to apply for the certificate, you need to click on the Blue box at the top center of the page that reads: Click Here to go to the MOECS Login Page.



Another window will pop up with the page below. To login, enter your new MEIS account Login Name and Password in the right top fields of the screen.



Once in the system, you should be able to figure out what to do from there. However, if you still have questions, you can always click on the link in the center top part of the page under #1 that reads: Educator/Applicant Tutorial videos. Once there, you can click on any of the links to get more information.



The screenshot shows the Michigan Department of Education website. The header includes the Michigan Department of Education logo and the Michigan.gov logo. The main navigation bar contains links for Michigan.gov Home, MDE Home, Site Map, FAQ, Contact MDE, Keywords, and Online Services. Below the navigation bar, there are utility links for Printer Friendly, Text Version, Text Size, and Share. The main content area is titled 'Educator Applicant Tutorial Videos' and 'Michigan Online Educator Certification System Training/Tutorial Videos'. A list of seven tutorial links is displayed, with a red circle highlighting the first four links:

1. [Creating an MEIS Account to Access MOECS](#) HD
2. [User Registration/Profile Setup and Account Activation Process](#) HD
3. [Editing Demographics & Applying for an In-State Educator Certificate](#) HD
4. [How to Pay a Fee in MOECS and View Certificate Details](#) HD
5. [How to Apply for an Additional Endorsement](#) HD
6. [Applying for a Duplicate Certificate](#) HD
7. [SB-CEUs, College Credit, Professional Development, Forms](#) HD

- Keep in mind that after you apply for any certificate, the state will send you a confirmation email. This email will ask you to contact your recommending institution for any further paperwork that might be necessary.
- **Do not** contact the Department of Leadership and Counseling. If we require any other information you will be contacted.
- All correspondence will be directed to the email address you submit to the site. So, make sure that you are monitoring that email's inbox.
- Once you are recommended, you will be sent an email by the state. The email will instruct you how to pay your fee. Once you pay your fee, your certificate will be automatically ready to print through the MOECS site.

*Note: the new process is quicker so 90-Day Letter is no longer needed