

**Michigan Online Educator Certification System (MOECS)
for Graduate Students
(Additional Endorsement & SEM-T Students)**

The application process for your teaching certificate has changed. To be awarded your teaching certificate, you must apply with both EMU and the Michigan Department of Education (MDE).

At the end of your final semester, and when you meet all certification requirements including student teaching, adult and child CPR and first aid (for SEM-T students only), and all required MTTC tests, apply for your teaching certificate through the Michigan Online Educator Certification System (MOECS) as described below.

- **Step 1: Create a Michigan Education Information System (MEIS) Account:** Visit <https://cepi.state.mi.us/MEISPublic/> and follow the links on the screen to create a MEIS account. MEIS will email you a user ID and password along with the MEIS account number to the email address you provide during MEIS registration.
- **Step 2: Register with MOECS:** Visit <http://www.michigan.gov/moeecs> and on the login screen sign in with your MEIS user ID and password and follow the steps to self register with MOECS. On the registration page, you will be asked to provide your MEIS account number, which is included in the email you received from MEIS.
- **Step 3: Apply for Certificate in MOECS:** Once you have signed in with MOECS successfully, you will be asked to complete the demographic information and once it is saved, you will see the links on the left navigation panel. Choose the link that is appropriate for you and follow the steps to apply for your certificate.
- **Step 4: University/College Review/Approval:** After you apply for the certificate, your application will be submitted to EMU via MOECS for review and approval. Students with civil/criminal conviction issues will undergo a MDE administrative review process.
- **Step 5: Online Fee Payment:** Once your application is reviewed and approved by EMU in MOECS, you will receive an email with a link for you to pay the fee online using a credit/debit card or you can do so by logging into MOECS using your user ID and password.
- **Step 6: Issuance of Certificate:** Once the fee is paid, your application will be approved by the MDE Office of Professional Preparation Services and the certificate will be printed and mailed to your address as stated in your demographic page within 7-14 business days.

Questions about this process should be directed to the Office of Academic Services, 206 Porter Building, 734.487.0275, coe_advising@emich.edu.