

General MOECS Instructions

Please note: Endorsements can only be added to active teaching certificates. If your certificate has expired or you have already applied for renewal, your renewal must be complete before the endorsement can be added to your certificate.

If you do not have a MOECS account, you will need to create one by following Steps 1 and 2. Additional assistance can be found on the [MOECS YouTube page](#).

Step 1: Create a Michigan Education Information System (MEIS) Account

Visit <https://mdoe.state.mi.us/MEIS/createnewaccount.aspx> and follow the links on the screen to create a MEIS account. MEIS will send a user ID, password, and account number to the e-mail address provided when creating your account.

Step 2: Register with MOECS

Once you have established a MEIS ID, visit <http://www.michigan.gov/moeCS> and sign in with your MEIS user ID and password. Follow the steps to register with MOECS. On the registration page, you will be asked to provide the MEIS account number sent to you via e-mail in Step 1.

Step 3: Apply in MOECS

When you have signed into MOECS, you may be asked to complete demographic information. Once you save the data, you will see links on the left navigation panel. Choose the appropriate link to apply for your new certificate, renewal, endorsement, etc. and follow the prompts to complete your application. During this application process, be sure to identify Oakland University as the preparing institution.

Step 4: Await Review and Approval

After you have completed the application, your MOECS application will be submitted to Oakland for review. Once all test scores and documentation have been received by the SEHS Certification Office, final grades have posted, and applicable degrees have been awarded, MOECS applications are audited for recommendation. Applications will typically be processed within 8 weeks from the date that the application and all documentation are received. This timeline may vary based on the number of applications in queue for audit and recommendation.

Step 5: Pay MOECS Fee Online

Once your application in MOECS has been approved, you will receive an e-mail from MOECS prompting you to pay the application fee online using a credit/debit card. If you do not receive the e-mail, you can still pay the fee by logging into MOECS using your user ID and password. A current table of fees can be found [here](#).

Step 6: Print Your New Certificate

Once Michigan Department of Education processes your payment, they will approve your new endorsement and you will be able to print an updated teaching certificate from within MOECS. Please note: Applications that include felony and misdemeanor paperwork require additional MDE review and will take longer to process. Be certain to have your certificate notarized.

If you have difficulty with the registration process, read the "Frequently Asked Questions" section of <http://www.michigan.gov/moeCS> or you may contact MOECSSupport@Michigan.gov or (517) 373-3310 for technical assistance.