

Beginning on February 8, 2011, the Michigan Department of Education will launch a new database system called the Michigan Online Educator Certification System (MOECS). Therefore, in preparation for this roll out, the MDE **WILL NOT** be processing teacher certification renewals from January 1, 2011 through February 7, 2011. Please do not attempt to renew your certificate during this window.

MOECS will allow you to apply online for certificates and renewals, duplicate certificates, and pay certification fees using a credit card, etc. Before you can log on to MOECS to renew your certificate, you will need to create a MEIS account and self-register on February 8, 2011 or later. You can then renew your certificate by logging into MOECS. (See directions 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 Michigan Education Information System (MEIS) account. MEIS will email you a user ID and password along with the MEIS account number to the email address provided by you during MEIS registration.

Step 2: Register with MOECS

Once you have established a MEIS ID, please visit <http://www.michigan.gov/moecs> 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 that 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. 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 (If required)

After you have applied for the certificate, your application will be submitted to the institution that you identified in the application process via MOECS for review and approval.

Step 5: Online Fee Payment

Once your application is approved by the institution in MOECS, you will receive an email with a link for you to pay the fee online using 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 Michigan Department of Education, Office of Professional Preparation Services (OPPS). The certificate will then be printed and mailed to your address, as noted in your demographic page, within 7-14 business days.

Step 7: Deliver Certificate to the ECSD Personnel Office

When you receive your updated certificate, please bring the "employer" copy to our office in person, as this document must be notarized. It will then be placed in your personnel file.

Step 8: Questions/Problems

If you are having any difficulties with the registration process, please contact the Office of Professional Preparation Services at 517-373-3310.

All teaching staff are required to have a valid teaching certificate in order to continue employment. You are required to submit proper documentation of your certificate renewal to Human Resources and Legal Services. Failure to comply will result in termination of employment with the Ann Arbor Public Schools.

If you have any questions or concerns regarding renewing your certificate, please contact me immediately so you are able to meet all of the timeline obligations noted above.

Sincerely,

Cynthia S. Ryan
Director
Human Resources and Legal Services

CJR/hw

Cc: Personnel File