

DOCUMENTATION: CRITERIA FOR ACCURATE APPLICATION

Applications for certification are accepted using [Michigan Online Educator Certification System](#) (MOECS). Submitting accurate and appropriate documentation to support your application is vital for staff within the Office of Educator Excellence (OEE) to process and evaluate applications quickly and accurately. The following criteria, along with the information provided on the MOECS generated cover letter associated with each application, is key!

College/University Course Credit Documentation

An official transcript from the college/university where you completed your course credit is the only accepted form of documentation.

- Official transcript cannot be copied or printed from a website or email.
- Paper transcripts sent from the college/university can be opened, but cannot be photocopied or faxed.
- Electronic official transcripts are also acceptable as long as they are sent:
 - a. directly from the university/college or
 - b. directly from a 3rd party confidential documents service, to our office's confidential e-mail at MDE-EducatorHelp@michigan.gov.

Note: To ensure accuracy, please indicate your application number in the email when possible.

State Continuing Education Clock Hours Documentation

[State Continuing Education Clock Hours](#) (SCECHs) obtained through a Michigan Department of Education-approved SCECH Sponsor are awarded upon completion of the corresponding evaluation survey which is automatically generated after the district uploads participation. SCECHs are uploaded directly into an educator's MOECS account by the SCECH Sponsor and are immediately available for viewing once the evaluation is complete.

No documentation is required to support an educator's application for SCECHs earned. Any questions related to SCECH credit should be addressed to the sponsor of the SCECHs.

District Provided Professional Development Documentation

[District Provided Professional Development](#) (DPPD) obtained through a Michigan public school/school district or public school academy may be used to renew all [Michigan certificate types](#). For faster processing, the DPPD form should be completed and scanned (or photographed with a smartphone) and emailed to MDE-EducatorHelp@Michigan.gov. It can also be mailed to the address in the footer of this document.

All DPPD hours EARNED PRIOR TO July 1, 2020 that are entered into the individual's MOECS log must be verified and approved by an educator's Principal/School Designee before the hours can be used for certificate renewal. Educators must obtain the [District Provided Professional Development Form](#) and follow the instructions carefully for accurate submission.

Beginning July 1, 2020, districts are required to enter all DPPD to be used for educator recertification as State Continuing Education Credit Hours (SCECHs) into the Michigan Online Educator Certification System (MOECS). To receive the SCECH credit for DPPD after July 1, 2020, educators will need to complete the program evaluation surveys which are automatically generated after the district uploads participation. Once the survey is completed, the educator will receive the SCECH credit for the DPPD program in their MOECS account.

Educators employed in non-public schools wishing to use DPPD must contact their employer directly to discuss their options. Non-public school employees may use DPPD that was accrued prior to July 1, 2020 if the non-public school agrees to meet the criteria outlined in the [November 14, 2017 memorandum](#) and also agrees to auditing and documentation requirements using the Non-public District Provided Professional Development [Opt-In/Out form](#). To use DPPD accrued after July 1, 2020 the hours must be submitted as SCECHs by the school.

Please note: Forms are updated regularly as requirements change. It is important to use the most up-to-date form. This can be accomplished by retrieving the form each time you renew directly from your MOECS account.

Work Experience Documentation

Teaching experience is required when progressing to the next level teaching certificate and must be documented on the "[Teaching - Work Experience](#)" form. This form is located in your MOECS account under the "Forms" bar in the left navigation menu.

The "Teaching - Work Experience" form must be filled out completely, with the appropriate signatures, by the employing school. The educator service rating at the bottom of the form must also be completed. Third party substitute agencies may not complete this form.

Please note that the [status of your application](#) can be viewed at any time using [MOECS](#). MOECS also allows educators to utilize other [convenient features](#) relating to certification, including the printing of a certificate.

For faster processing, the Work Experience form should be completed and scanned (or photographed with a smartphone) and emailed to MDE-EducatorHelp@Michigan.gov. It can also be mailed to the address below.

Military Documentation

Veterans with honorable discharges, current service members of all branches of the United States Armed Forces, the National Guard or Reserve, as well as spouses of active duty service members, may request to have their certification fees reimbursed. Please review the [Reimbursement of Military Certification Fees](#) guidance document to ensure the appropriate documents accompany your application material and enables OEE to initiate a refund.