



Michigan Online Education Certification System (MOECS) Access Form for Education Preparation Providers (EPP)

Step 1. Each assigned personnel must have a Michigan Education Information System (MEIS) account to complete this form. **If you have a MEIS account or have access to MOECS for business/personal use, there is no need to create a new account. Go to Step 2.**

If you do not have a MEIS account, go to www.michigan.gov/meis and click on the MEIS logo. On the next screen, click “Create a New MEIS Account” and follow the directions to set up your account.

Step 2. Educator Preparation Providers Information:

Education Preparation Provider Name: _____

Step 3. Individual Requesting Authorization Information:

Name: _____

Email: _____

Title: _____

MEIS Account Number: _____

Step 4. Please check each item below you are requesting. Requests are subject to approval of the Office of Educator Excellence.

View Certificates/Permits/Annual Vocational Authorizations

- View Certificates/Permits/AVAs

Reports

- Initial Provisional by endorsement type
- In-state teaching certificate
- Initial Certificate Rosters Report

Teaching Certificates Worklist

- View Teaching Certificate Worklist
- Standard Teaching Certificate
- Interim Teaching Certificate

Career and Technical Education Certificates Worklist

- View Career and Technical Education Certificate Worklist
- Standard Career and Technical Education Certificate

School Psychologist Certificates Worklist

- View School Psychologist Certificate Worklist
- Preliminary School Psychologist Certificate
- School Psychologist Certificate

School Counselor License Worklist

- View School Counselor License Worklist
- Preliminary School Counselor Employment Authorization
- School Counselor License

School Administrator Certificates Worklist

- View School Administrator Certificate Worklist
- School Administrator Certificate

Additional Endorsement Worklist

- View Additional Endorsement Worklist
- Teaching Certificate
- Career and Technical Education Certificate
- School Administrator Certificate

Manage Demographics

- View Demographics

Special Education Approvals

- Process Approval

Step 5. In order to receive authorization to access MOECS, the user must sign this agreement.

As an authorized user of MOECS, I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I agree to comply with the requirements of the Privacy Act of 1974 governing records maintained on individuals. A copy of the Privacy Act of 1974 is available at [The United States Department of Justice](#) website.

Please be advised that this authorization does not allow you to apply for permits on your own behalf.

Signature Individual Requesting Authorization

Date

Step 6. Education Preparation Provider Dean or Director:

Name: _____ **Title:** _____

Email: _____

I attest that the authorized user listed in Step 3 has authorization to access MOECS and perform the checked functions on behalf of the EPP.

Signature EPP Dean or Director

Date

Print a copy of this form and retain in case of audit.

Please email this completed form to MDE-EducatorHelp@michigan.gov or fax to 517-241-1670.