

## Apply for Your Michigan Teaching Certificate Online



If you are applying for your first teaching certificate, follow steps 1 - 3 before your CPR and first aid cards expire.

### **Step 1: Create a MEIS Account** (if you do not already have one)

Visit <https://mdoe.state.mi.us/MEIS/CreateNewAccount.aspx> and follow the links 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. You will need to enter a U.S. address (nothing will be mailed to this address).

### **Step 2: Register with MOECS** (if you have not already registered)

Once you have established a MEIS ID, visit <http://www.michigan.gov/moeecs> and on the login screen sign in with your MEIS user ID and password. Follow the steps to register with MOECS (Michigan Online Educator Certification System). 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 to MOECS, register as an “Educator.” Complete the demographic information. Enter a permanent email address (*not* your Calvin student email). Next, you will see the links on the left navigation panel. Choose the appropriate link for you and follow the steps to apply for your certificate. (*If you are **renewing your certificate**, visit “View Professional Learning” to enter college credits and confirm SCECHs.*)

### **Step 4: Approval**

After you have applied for the certificate, your application will be submitted to Calvin’s Education Department for review and approval. (*If you are **renewing a certificate**, the application will be submitted to the Michigan Department of Education for approval and the fee must be paid before they will evaluate your application.*)

### **Step 5: Online Fee Payment**

You will receive an email with a link for you to pay the fee online using credit/debit card or you may do so by logging into MOECS using your user ID and password.

### **Step 6: Issuance of Certificate**

You will print your own certificate by logging in to MOECS and selecting “Print Certificate.” Take your printed certificate to your bank, credit union, or one of these Calvin employees to be notarized:

Jane Prins, Student Life, Spoelhof 364

Cindy Wolffis, Spoelhof 385

Present a valid ID to the notary prior to signing your certificate.

### **Questions? Contact:**

**Shari Brouwer**  
[certification@calvin.edu](mailto:certification@calvin.edu)

**Teacher Certification**  
**(616) 526-6208**