



**Michigan Online Education Certification System (MOECS)
Access Form for Educational Service Providers or Management
Organizations.**

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. Individual Requesting Authorization Information:

Name: _____

Educational Service Provider or Management Organization:

Email: _____

Title: _____

MEIS Account Number: _____

Step 3. Please indicate the charter school that you need access for. You may attach a list if you need more room.

School Name: _____

School Name: _____

School Name: _____

School Name: _____

School Name: _____

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

View Certificates/Permits

View Certificates/Permits

Reports

Permit Report

Annual Authorizations Report

Approval Rosters Report

Permits/Renewals

Substitute Permit

Full-Year Basic Substitute Permit

Expert Substitute Permit

Extended Daily Substitute Permit

Full-Year Shortage Permit

School Administrator Permit

Pay Fee for Permit

Manage Permits

Career and Technical Education Authorizations/Renewals

Apply for Career and Technical Education Renewals

Manage Career and Technical Education

Pay Fee for Career and Technical Education

School Nurse Certificate/Renewals

Apply for School Nurse Certificate/Renewals

Credential Data Exchange

Upload Credential Data Exchange

View Update Status

Manage Demographics

View Demographics

Edit Demographics

Add Demographics

☐ Approvals

- Apply Approval
- Process Approval
- Pay Fee for Approval
- Download 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 of Individual Requesting Authorization Date

Step 6. Educational Service Provider or Management Organization Chief Executive Officer:

Name: _____ **Title:** _____

Email: _____

I attest that the authorized user listed in Step 2 has authorization to access MOECS and perform the checked functions on behalf of the Educational Service Provider or Management Organization.

Signature of Chief Executive Officer 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.