

## SCECH Program Participants:

If you will be using SCECHs to renew your certificate/license in the Michigan Online Educator Certification System (MOECS), you will need to locate your Personal Identification Code (PIC) number and place it into your record on the Secure Central Registry (SCR) to have your SCECH credits appear in MOECS.

**If you do not have one of the listed certificates/licenses, you will not have a PIC number to put in the Secure Central Registry (SCR) and you DO NOT need to go into MOECS or MEIS. Make sure the question on the first page you see in the SCR after you have logged in is answered NO.**

Provisional Certificate  
Provisional Temporary Teacher Employment Authorization  
Two-Year Extended Provisional Certificate  
Professional Education Certificate  
Professional Temporary Teacher Employment Authorization  
Advanced Professional Education Certificate  
Interim Teaching Certificate  
School Guidance Counselor License  
Preliminary Employment Authorization for School Guidance Counselor  
Temporary School Counselor Authorization  
Administrator Certification  
School Psychologist Certificate  
Occupational Certificates

**The PIC is used to transfer your SB-CEU/SCECH credits from your SCR account into your MOECS account.**

**If you use SCECHs to renew your certificate or license, you must have your PIC number in your SCR account. The question then has to be answered Yes.**

### Personal Information

Are you required to obtain Hours to renew one of the following Michigan Department of Education issued certificates or licenses?  Yes  No

- Professional Education Teaching certificate
- Occupational education certificate
- School guidance counselor license
- School psychologist certificate
- School administrator certificate

PIC:  *Optional* [What's This?](#)

First Name:

# LOCATING YOUR PIC NUMBER FOR MICHIGAN EDUCATORS

## OBTAINING YOUR PIC NUMBER FROM MOECS

1. Go to the following web site: [www.michigan.gov/moecs](http://www.michigan.gov/moecs)

[http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_57223---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_57223---,00.html)

2. Go to the MOECS login page by clicking on the logo at the top of the screen.



3. If you are new to the MOECS system, click on the "Create new Login Name/Password" link. **If you have already updated your MOECS account, skip to #10.\***

Michigan.gov Home | MOECS Home & Training | MOECS Support | MDE Home |

### MICHIGAN ONLINE EDUCATOR CERTIFICATION SYSTEM

The Michigan Online Educator Certification system (MOECS) is a secure web-based system that allows educators to register and create private accounts and have access to all of their certification data, apply for certificates and endorsements, and renew their certificates. MOECS accepts only credit cards as payment for application services; Visa and Master cards are accepted.

MOECS can be accessed on any computer with internet access and an internet browser.

**MOECS users include:**

- Individuals who hold a valid or expired Michigan educator certificate.
- Individuals who wish to apply for or update a Michigan educator certificate.
- Michigan local and intermediate school districts/regional education service agencies, charter schools, and nonpublic schools.
- Michigan colleges and universities that have approved educator preparation programs.

**To receive authorization to access MOECS:**

- Click on the link to create a new login name and password.
- After creating your login name and password, click on the link to return to MOECS.
- Log into MOECS using the login name and password that you created.

**PLEASE NOTE:** If you already have a Michigan Education Information Systems (MEIS) account, you do not need to create a new login name and password. You can log into MOECS using the login name and password associated with your MEIS account.

#### MOECS Login

Login Name

Password

[I forgot my Login Name](#)

[I forgot my Password](#)

[Create new Login Name / Password](#)

4. Follow the instructions and provide the required information to create your login name and password.
5. Print the confirmation page that contains your login name, password, and Michigan Education Information Systems (MEIS) account number.
6. Click on the link to return to MOECS.
7. Log into MOECS using the login name and password that you created.

8. Once you have successfully self-registered in MOECS, you will be sent an e-mail that contains a link to activate your account.
9. Click on that link and the MOECS login screen will appear.
10. **\*Log into MOECS, using the login name and password you previously created.**
11. Update and save your demographic information, then refer to the left navigation menus on the screen.
12. Select "Manage Demographics" from the left navigation menus.
13. PIC numbers are listed above the "Education History" section.
14. After locating your PIC number, log into your Secure Central Registry (SCR) account at:  
www.getmipd.com
15. The first screen you will see after logging into the SCR is the Personal Information Screen.

**MICHIGAN**  
Department of  
**Education**

**MDE - Office of Professional Preparation Services**

**Personal Information**

Please review your personal information below. Update any incorrect information and add any missing information. When you are done reviewing and/or updating, click Save and Continue at the bottom of this page to proceed to the next screen.

Are you required to obtain Hours to renew one of the following Michigan Department of Education issued certificates or licenses?  Yes  No

- Professional Education Teaching certificate
- Occupational education certificate
- School guidance counselor license
- School psychologist certificate
- School administrator certificate

PIC:  *Optional* [What's This?](#)

First Name:

Middle Name:  *Optional*

Last Name:

16. On this screen, make sure you have answered the first question Yes, then fill in the first blank with the PIC number you found in your MOECS account.
17. After adding your PIC number, check the rest of your personal information for accuracy and make sure to click on the "Save and Continue" at the bottom of the screen.

The image shows a registration form with the following fields and options:

- Employment Status:** Make Selection (dropdown menu)
- Grade:** Make Selection (dropdown menu)
- Years in Current Position:** 0 (dropdown menu)
- Security Question:** Make Selection (dropdown menu)
- Security Answer:** (text input field)
- Certificate Expiration Date:** (calendar icon)  This doesn't apply to me.

At the bottom of the form, there are two buttons: "Save and Continue" (circled in red) and "Clear".

18. Your SCECHs that are in the SCR will now be transferred into your MOECS account within 3-4 days. If your records have not shown up in MOECS after 4 days, please contact the Office of Professional Preparation Services at 517-241-4928.

\*Educators only need to create a login name, password and self-register in MOECS the *first* time they use the system. Once an educator has created a password, login name and self-registered in MOECS, he/she can log into MOECS at any time to apply for a certificate, renewal, additional endorsement, or duplicate certificate, update demographic information, check the status of an application, etc.