

Printing Your Certificate

The Michigan Online Educator Certification System (MOECS) enables educators with secure login and password access a variety of <u>convenient features</u>, including the ability to print their own Michigan educator certificate(s).

Michigan permits, special education approvals, career authorizations are not printable but are viewable within the <u>Michigan Department of Education's public credential search</u>.

Your printed certificate becomes official once you sign your certificate in front of a Notary Public. Many banks offer this service for free. You may print your certificate on any paper you choose. To print:

- 1. Log into your <u>MOECS</u> account.
- 2. If you are having trouble logging in please keep these tips in mind:
 - a. your password is case sensitive;
 - b. your password is at least 8 characters;
 - c. your password must contain 3 out of the following 4 requirements:
 - i. One uppercase letter
 - ii. One lowercase letter
 - iii. One special character
 - iv. One number
 - d. Click Login Assistance if you have forgotten your login name or need to reset your password.
- 3. Confirm or update your personal information.
- 4. At your Home page click "Print Certificate" in the middle of the page or in the left navigation window.

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Home	MOECS TEST- Home Page						
Personal Information	I Want to						
Effectiveness Ratings	Apply Renew Add College Credits Add DPPD Print Cover Letter						
Apply or Renew							
Add Endorsements	Add Endorsements Complete SCECH Evaluations Print Certificate						
Print Certificate	← <u>↑</u>						
View Certificates	I Want to See My						
View Professional Carling	PIC Effectiveness Ratings Certificate Out of State Evaluation Report						
	Help						
	Certification Guidance Documents						



5. Choose the certificate you wish to print and click the "Print Certificate" button.

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Personal Information Effectiveness Ratings Apply or Renew	rsonal Information		Certificate #	Certificate Type	Status	IssueDate	Expiration Date	
		۲	IC000000940215	Standard CTE Certificate	Expired	07/01/2012	06/30/2017	
			Print Certificate	-				