

# *EFFECTIVE IMMEDIATELY*

To earn **State Continuing Education Clock Hours** (SCECHs) your **Personal Identification Code (PIC)** is now **MANDATORY**.

## Instructions for obtaining your PIC through MOECS:

1. Go to the following web site: [www.michigan.gov/moeecs](http://www.michigan.gov/moeecs).
2. Click on the blue rectangle that says **CLICK HERE TO GO TO THE MOECS LOGIN PAGE**, where this will come up:

The screenshot shows the Michigan Department of Education website. At the top, there are logos for Michigan Education and Michigan.gov. Below the navigation bar, the page title is "MICHIGAN ONLINE EDUCATOR CERTIFICATION SYSTEM". A central blue box contains the following text:

If you are experiencing difficulty finding your SCECH hours on MOECS, send us an email at [SCECH@michigan.gov](mailto:SCECH@michigan.gov). Please make sure you include your name and PIC (if you know it), along with a brief description of your issue.

You may also call MOECS Support for SCECHs help at 517-373-3310 during normal phone hours Monday – Thursday 7:30am to 9:30am and 2:30pm to 5:30pm.

Personal Identification Code (PIC) Information:

- [Obtaining your PIC](#)
- [Locating your PIC](#)

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 Create Your Initial MOECS Account:**

- Click "Login Assistance"
- Enter your name and last 4 digits of your social security number and click "Search"
- Select "Create Initial Account" to create your MOECS account

**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 MFIS account.

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On the right side of the page, the "MOECS Login" form is visible. It includes fields for "Login Name" and "Password", both with error messages "Login Name is required." and "Password is required." respectively. A "Log In" button is present. A blue link labeled "Login Assistance" is circled in red.

3. Log into your MOECS account. If you don't remember your login name or password, click on **Login Assistance**. If you have problems with MOECS, call their help desk at 517/373-3310, or email [SCECH@michigan.gov](mailto:SCECH@michigan.gov).
4. Once you've logged in, click on "Manage Demographics," located on the left side of the screen to find your PIC.

If you have any questions, contact MOECS Support at 517/373-3310, [SCECH@michigan.gov](mailto:SCECH@michigan.gov) or contact Deborah Forton, SCECH Coordinator at [dforton@misd.net](mailto:dforton@misd.net).