



Please type or print clearly; otherwise, the processing of your form may be delayed.

Step 1. For the authorized individual: If you already have an MEIS account, go to step 2. If you do not already have an MEIS account number, access the internet and go to the following URL: www.michigan.gov/meis. Click on the MEIS logo. On the next screen click on "**Create an MEIS account**" and follow the online instructions.

College/University Information

Step 2.

College/University Code College/University Name

Address Telephone Number

City State Zip Code

Step 3. Authorized User Information

First Name Middle Name Last Name

Title

E-mail Address Telephone Number

Authorized User's MEIS Account Number (e.g., A1234567):

Authorized User's MEIS Account Login Name (e.g., smithjan)

Step 4. In order to receive authorization to access MOECS, the user must sign below.

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 www.usdoj.gov/foia/privstat.htm.

Date

Signature of Individual Requesting Authorization

Teacher Certification Officer/ Chief Administrator Information

Step 5.

Name Title

E-mail Telephone Number

I attest that the above-named individual has authorization to access MOECS and perform the functions checked below on behalf of the college/university listed above.

Date

Signature of Teacher Certification Officer/Chief Administrator

First Name	<input style="width: 90%;" type="text"/>	Middle Name	<input style="width: 90%;" type="text"/>	Last Name	<input style="width: 90%;" type="text"/>
Authorized User's MEIS Account Number (e.g., A1234567): <input style="width: 95%;" type="text"/>					

Step 6. Functions That Will Be Performed in MOECS by the Authorized User:

Please check off all the functions for which you are seeking authorization.

Reports

- Initial Provisional by endorsement type
- In-State Teaching Certificate

Teaching Certificate Worklist

- Provisional Certificate
- 1st Provisional Certificate Renewal
- 2nd Provisional Certificate Renewal
- Professional Education Certificate

School Psychologist Worklist

- Preliminary School Psychologist Certificate
- School Psychologist Certificate

School Administrator Worklist

- School Administrator Certificate

View Certificates/Permits/AVAs

Occupational Worklist

- Interim Occupational Certificate
- 1st Interim Occupational Certificate Renewal
- 2nd Interim Occupational Certificate Renewal
- Occupational Education Certificate

School Counselor Worklist

- Preliminary School Counselor Employment Authorization
- School Counselor License

Additional Endorsement Worklist

- Teaching Certificate
- Occupational Certificate
- School Administrator Certificate

Please fax this form to : (517)373-0542

Or Mail to:

John A. Hannah Building
 608 West Allegan Street
 P.O. Box 30008
 Lansing, MI 48909