

# STANDARD CERTIFICATION CHECKLIST

Center for Student Services, EHS 421  
Central Michigan University, Mount Pleasant, MI 48859  
Jamie McDonald p: (989)774-3453 e: mcdon1gg@cmich.edu

In order to receive a Michigan standard teaching certificate you must apply to the Michigan Department of Education (MDE). You are required to establish a Michigan Education Information System (MEIS) account. You can create an MEIS account anytime at [www.michigan.gov/meis](http://www.michigan.gov/meis).

After you graduate, you must apply for a standard teaching certificate through the Michigan Online Educator Certification System (MOECS) at [www.michigan.gov/moecs](http://www.michigan.gov/moecs). MDE will forward your MOECS application to CMU for confirmation of all program requirements.

For any questions about certification please contact Jamie McDonald p: (989)774-3453 e: mcdon1gg@cmich.edu

**NOTE: CMU cannot guarantee the issuance of any type of certification. Issuance of certification is granted only by the Michigan Department of Education based on their policies and procedures current at the time the application is made**

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## CPR & FIRST AID CERTIFICATION

- Current copies of Adult/Child CPR and First Aid Certificates must be on file in the Center for Student Services (EHS 421) at the time of application  
Contact Jessica Greening for any questions about this at (989)774-1713 or [green3jn@cmich.edu](mailto:green3jn@cmich.edu)

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## DIVERSITY REQUIREMENTS COMPLETED

- All diversity requirements must be complete
- Diversity Requirement information can be viewed at:  
<https://www.cmich.edu/colleges/ehs/unit/css/Pages/Preparing%20for%20Graduation/Diversity-Information.aspx>
- If you're unsure if you've completed the Diversity Requirement contact Cassie Sprague for any questions at (989)774-3682 or [sprag1ce@cmich.edu](mailto:sprag1ce@cmich.edu)

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## FOR ELEMENTARY STANDARD TEACHING CERTIFICATE:

- Passing score for MTTC Test #103- Elementary Education
- Apply for appropriate content endorsement areas

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## FOR SECONDARY STANDARD TEACHING CERTIFICATE:

- Passing score for the appropriate MTTC subject area test that correlates to major or minor
- Cannot be certified if only passing Special Education or ESL test
- If only pass minor test- apply and indicate minor is your major and email Jamie to let her know

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## GRADUATION

- Certificates cannot be processed until degrees are awarded
- Degrees are awarded in alphabetical order by last name for the entire university
- If a job is dependent on certification contact Registrar's office at (989)774-3261 and ask to be placed on a "priority list"

If all requirements listed above are complete and your degree has been awarded by CMU Academic Services, CMU will confirm your MOECS application. Your certificate will be available to print online