Registration Guide for New MOCAC Examinees

Michigan Occupational
Competency Assessment Center

124 Elm Street
Big Rapids, MI 49307
231-796-2822

All prospective examinees must register online.

Initial Registration

Prospective examinees must create a MOCAC user account through this site. Registration can be done by an advisor or by the examinee. Please contact an advisor if you'd prefer to be registered in that manner.

In the case of self-registration, the examinee must provide an advisor who will approve his or her registration. In both cases there is a registration fee. Please visit the Costs page for current registration fees.

Work Experience Documentaton

Once a prospective examinee has paid the registration fee and created a MOCAC user account, he or she must provide proof of work experience.

All interim occupational certification candidates MUST document two years (4000 hours) of recent and relevant advanced work experience or equivalent (discuss with your teacher preparation institution for equivalency options). All other assessment candidates are recommended to have at least two years of recent and relevant advanced work experience in their occupational specialty.

Work experience and supporting documentation is submitted through the MOCAC user account.

Advisory Approval

All prospective examinees must have a designated advisor who approves the initial assessment registration based on work experience and documentation provided. This ensures that the assessment selected aligns accordingly with the examinee's background.

If you do not currently have an advisor and wish to locate one to speak with, search for one on the find an advisor page. Bear in mind that only advisors who have registered MOCAC accounts will show up in the search results.

If your advisor does not have an account at MOCAC, you may either ask the advisor to create an account at this site before registering, or simply provide his or her e-mail during registration.

Pre-Assessment

Once all necessary documentation is received and approved, the examinee may be asked to select two date ranges (each being a minimum of one week) for which they are available to test. This process will repeat until a test date is found suitable for all individuals involved.

The examinee will be notified once a final date and location have been determined for the assessment.Assessments must be paid in full by 30 days prior to the examination date. Payment is made through the MOCAC user account (this payment link is made available once the date has been confirmed).

Examinees will find all information regarding the assessment in their user account profile. Examinees are also provided a communications portal in their account where they may submit any inquiries regarding MOCAC assessment to their advisor and proctor(s).

Post-Assessment

The examinee will be notified when the results of the exam are available to view. Scores are available through the examinee's account. Duplicate certification orders can be placed through the examinee's account for passing examinations.

If any portion of the exam was failed and the examinee wishes to re-test, they can communicate this desire with staff via his or her account and the process will begin again starting at the Pre-Assessment Registration phase.