Applying for Certification (Section I)

*NOTE*: You should only complete the application for certification if you have passed all required certification exams, and have completed all program requirements. **DO NOT APPLY BEFORE YOU HAVE PASSED YOUR EXAMS, EVEN IF YOU HAVE COMPLETED ALL PROGRAM REQUIREMENTS. DO NOT APPLY BEFORE YOUR FINAL SEMESTER.** For more information on specific requirements for certification by program, go to page 10 (step 18).

**STEP 1**

Go to [http://tea.texas.gov](http://tea.texas.gov)

**STEP 2**

In the upper right hand corner, click on **TEAL Login** (Internet Explorer required). See circled area below.
STEP 3

Enter your Username and Password and click the Login button. If you have forgotten your Username and/or Password, click the “Forgot your password?” or “Forgot your username?” link and enter the necessary information to access your account.

STEP 4

Once logged in, click on the underlined Educator link to access your educator profile. You will then be taken to the Blue ECOS screen where your demographic information will be displayed. Be sure to keep your information updated. After verifying your information, click Continue.
STEP 5

On the left-hand side, click on the Applications link.

STEP 6

If you are in your last semester and have passed all required certification exams, or have completed all program requirements and have passed all required certification exams you will select the Standard Certificate Texas Program Application option on the left-hand side.
STEP 7

Once you select the Standard Certificate Texas Program application option you will see a screen with important certification information. After reading this information click **Apply for Certification**.

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STEP 8

**Affidavit Information**

Read through the affidavit carefully. Once you are done select "Yes", that you understand and affirm the information you have provided is true. Continue to the next question.
STEP 8: CONTINUED

You must answer the two questions below the affidavit information regarding arrests and any previous teacher certification. Continue to select Recommending Entity.

STEP 9

Recommending Entity
Click the recommending entity drop down menu. The University of North Texas is listed three times. See below (page 6) for instructions on which entity to select based on your certificate and certification program.
IMPORTANT - Selecting a Recommending Entity

* NOTE: If you select the wrong recommending entity, your application will be removed and you will be required to submit a new application with the appropriate recommending entity selected. You may be required to pay the application fee again and complete a refund request through TEA for a refund of the fee from the incorrect application.

Which Recommending Entity do you select:

Option 1: University of North Texas (University Based)
Who uses Option 1: All undergraduate students; Post-baccalaureate Secondary Online; Post-Baccalaureate Elementary (EC-6); Reading Specialist; Non-CPE Health Science Technology; Non-CPE Trade and Industrial Education; Marketing Education; Technology Applications; Gifted and Talented; Principal; Superintendent; School Librarian; School Counselor; Educational Diagnostician

Option 2: University of North Texas (Alternative)
Who uses Option 2: IMPACT (Post-baccalaureate Special Education EC-12); Trade and Industrial Education CPE; Health Science Technology CPE

Option 3: University of North Texas (Master Teacher)
Who uses Option 3: Master Reading Teacher; Master Technology Teacher

STEP 1

In the Subject applying for field, enter the name of the certification field or subject you are applying for.
For example:
Social Studies 8-12
ESL/Generalist EC-6
School Counselor
Special Education EC-12/Generalist EC-6
Science 4-8 with ESL Supplemental

I do hereby release, discharge, and exonerate the Texas Education Agency, its agents or representatives, and any person or entity so furnishing information from any and all liability of every kind arising therefrom.

I understand that any credential issued to me by the Texas Education Agency is the property of the State of Texas. I agree that I will tender my credential to the Texas Education Agency if I am ordered to do so by the Texas Education Agency.

I understand that a copy of this affidavit shall have the same force as the original. I have reviewed this application and I affirm that all of the information which I have provided on the application is true.

Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction?
Yes ☐ No ☐

Have you ever had a teaching certificate revoked, denied, suspended or subject to any sanctions in Texas or any other state?
Yes ☐ No ☐

I request to be recommended by this Entity: [University of North Texas (University Based)]

The Master Teacher Certificate cannot be issued as an initial certificate. Eligibility is based on successful completion of a TEA approved Master Teacher program and/or the appropriate TExMaT examination. A post graduate degree alone does not qualify you for a Master Teacher Certificate.

The representation of a person’s certificate status as maintained on the agency’s website is considered to be the official record of educator certification. This electronic record serves as proof of certification in Texas.
STEP 11

As of November 1, 2010, TEA no longer mails paper certificates. Once your certificate is available online you will be able to print your own frameable copy. Select the check-box that you have read and understand the first statement in its entirety.

Select the check-box that your mailing and email addresses have been verified. Click Apply when done.

The Master Teacher Certificate cannot be issued as an initial certificate. Eligibility is based on successful completion of a TEA approved Master Teacher program and/or the appropriate Texas staff examination. A post-graduate degree alone does not qualify you for a Master Teacher Certificate.

STEP 12

You will be asked to verify the Recommending Entity. Refer to Step 9 to verify you have selected the correct Recommending Entity option. If you have selected the correct option click Continue. If you did not select the correct option click Re-Select and repeat Step 9, Step 10, and Step 11.

NOTE: If you select the wrong recommending entity, your application will be removed and you will be required to submit a new application with the appropriate recommending entity selected. You may be required to pay the application fee again and complete a refund request through TEA for a refund of the fee from the incorrect application.

Updated: December 1, 2014
STEP 13

A fee information screen will show the cost of the application you have selected. Click **Continue**.

You will then be prompted to complete the Exit Survey. Remember, you should only be filling this survey out if you have already completed your Student Teaching/Internship. Fill out all of the information in the survey as accurately as possible.

Once complete with the survey, go to your main home screen and select the **Application/Fee Status** link on the left menu. You can then continue with Step #15 to pay for your certificate.

***If you do not see this screen in Step 13 initially, then the Exit Survey will appear instead and prompt you to complete it. Follow the directions above before moving on to Step #14.***

STEP 14

The **Application/Fee Status** screen will show you the item(s) you need to pay for. There may be fingerprinting payment information listed under the Application if you have not been previously certified or if you have not already been fingerprinted for the state. Fingerprinting is a requirement for certification. Please refer to the Completing Fingerprinting section (Section II-page 11) for more information. If there is no fingerprinting information showing, you should have already fulfilled that requirement.

Click **Pay Online Now** to pay for your application.
Check the **Pay For Now** box to pay for the application. If fingerprinting information is showing and you wish to pay for that with the application check the box for fingerprinting too.

Enter your email address to receive payment confirmation. Click **Pay Now**.

Enter your credit card information. Verify that all fields have been filled in correctly before submitting payment.

Once submitted, your application will be sent to UNT’s Certification Officer automatically. You do not need to call to verify that UNT has received your application.
STEP 18

The Certification Officer will review your application to make sure you have completed your application correctly as well as verify that you have passed all required certification exams. UNT will submit your recommendation for teacher certification to the state board after all requirements for teacher certification have been met by the applicant and verified by the Certification Officer.

You will receive a system-generated email from the state board once you have been recommended for teacher certification. The state board will not issue any certificate until all applicable fees have been paid and the fingerprinting process is complete. It is the responsibility of the applicant to verify all fees have been paid and their Fingerprint Status shows as "Fingerprint Complete". You will be notified by another system-generated email when your certificate is official.

See below for the requirements for recommendation for certification by program.

Requirements for Certification by Program

All Undergraduate Students
- Complete all coursework, including Student Teaching
- Bachelor's degree (must be posted to your transcripts before you can be recommended)
- Pass all required state certification exams
- Apply for certification
- Pay all applicable fees and complete fingerprinting

Post-baccalaureate Secondary Online and Elementary (EC-6); IMPACT (Special Education EC-12); Reading Specialist; All Health Science Technology (CPE and non-CPE); Marketing Education; Technology Applications; Trades and Industrial Education; Gifted and Talented; and Superintendent
- Complete all coursework, including Student Teaching/Internship
- Pass all required state certification exams
- Apply for certification
- Pay all applicable fees and complete fingerprinting
- A completed Master's degree and Principal (or equivalent) certification is required for Superintendent certification

Principal; School Counselor; School Librarian; Educational Diagnostician
- Complete all coursework, including Practicum/Internship
- A Master’s degree is required for all above listed certifications (must be posted to your transcripts before you can be recommended)
- Pass all required state certification exams
- Hold a valid classroom teacher certificate (for Principal and Educational Diagnostician only)
- Two creditable years of teaching experience as a classroom teacher is required as documented by submitting a copy of your Teacher Service Record to the College of Education Certification Officer. The TSR is obtained from your school district's human resources/personnel office.
- Apply for certification
- Pay all applicable fees and complete fingerprinting

Master Reading Teacher; Master Technology Teacher
- Complete all coursework/student teaching or internship
- Pass all required state certification exams
- Hold related Reading Specialist or Technology Application/Education certificate
- Three creditable years of teaching experience as a classroom teacher is required as documented by submitting a copy of your Teacher Service Record
- Apply for certification
- Pay all applicable fees and complete fingerprinting
Completing Fingerprinting (Section II)

The State Board for Educator Certification (SBEC) requires all applicants to submit fingerprints for a national criminal history background check. Applicants seeking initial certification must submit payment of $39.50 to the Educator Certification Online System (ECOS). The applicant will then be issued a FAST Fingerprint Pass (via email) once the online payment has been made. You will need to print this form and fill in the required information. A fingerprinting appointment cannot be scheduled without this document in hand. The FAST Fingerprint Pass is required at the time of appointment along with a valid photo ID. Applicants use the Texas MorphoTrust, previously L-1 Enrollment Services, locations. Applicants are required to pay an additional $9.95 fee for scanning of fingerprints at the time of the appointment. The TEA will receive the fingerprinting results within 5-7 business days after the fingerprint appointment.

STEP 1

After you apply for certification through your TEA account, the fingerprinting requirement will appear under the application information on the Application/Fee Status screen. You may choose to pay the application fee and the initial fingerprinting fee at the same time or return to pay the initial fingerprinting fee at a later date. However, you will not be able to complete the fingerprinting process until you pay the initial fingerprinting fee.

NOTE: If the fingerprinting requirement does not appear below the application information then you may have already submitted fingerprints because you either have a valid Educational Aide certification or already hold a valid Texas classroom teaching certificate.
STEP 2

To schedule your fingerprinting appointment, go to www.l1enrollment.com/state/?st=tx and follow the steps below.

STEP 3

Once on the MorphoTrust homepage, scroll down and click on Online Scheduling.
STEP 4

Make the appropriate language selection that meets your needs.

STEP 5

Enter your first and last name and click Go.
STEP 6
Select the Education (School District Employees, Applicants, Volunteers and Contractors) link.

STEP 7
Enter the Agency/ORI Number located on the FAST Pass you received via email and printed out. Click Next Step.

STEP 8
You will be asked to verify your information (i.e. address, email, phone number) and enter your city or zip code for locations near you that provide the fingerprinting service. You will be able to choose the specific location, date and time of your fingerprinting appointment. Once your selection is made you will be required to pay the second portion of the fingerprinting fee either online before your appointment is verified or at the physical location you have chosen when you go in for your fingerprinting appointment. If you are required to pay at the physical location be sure to read what forms of payment (i.e. money order, credit card, personal check) are accepted at that location.