

Section I

Applying for Certification

*Please note that you should only complete the application for certification 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. **DO NOT APPLY BEFORE YOU HAVE PASSED YOUR EXAMS, EVEN IF YOU HAVE COMPLETED ALL PROGRAM REQUIREMENTS. DO NOT APPLY BEFORE YOUR FINAL SEMESTER.**

Step 1

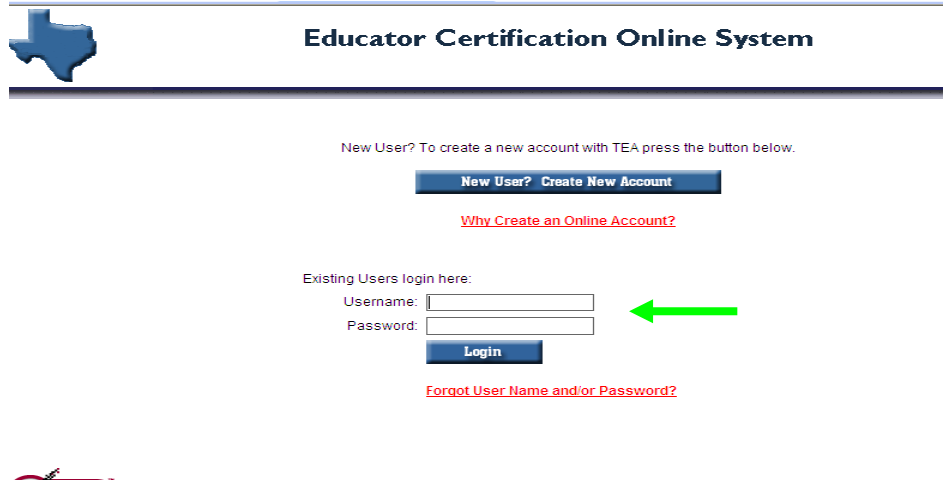
Go to www.tea.state.tx.us.

Step 2

Click on **Educator Login/Account Setup**.

Step 3

Enter your Username and Password and click the **Login** button. If you have forgotten your Username and/or Password, click the **Forgot User Name and/or Password** link and enter the necessary information to access your account.



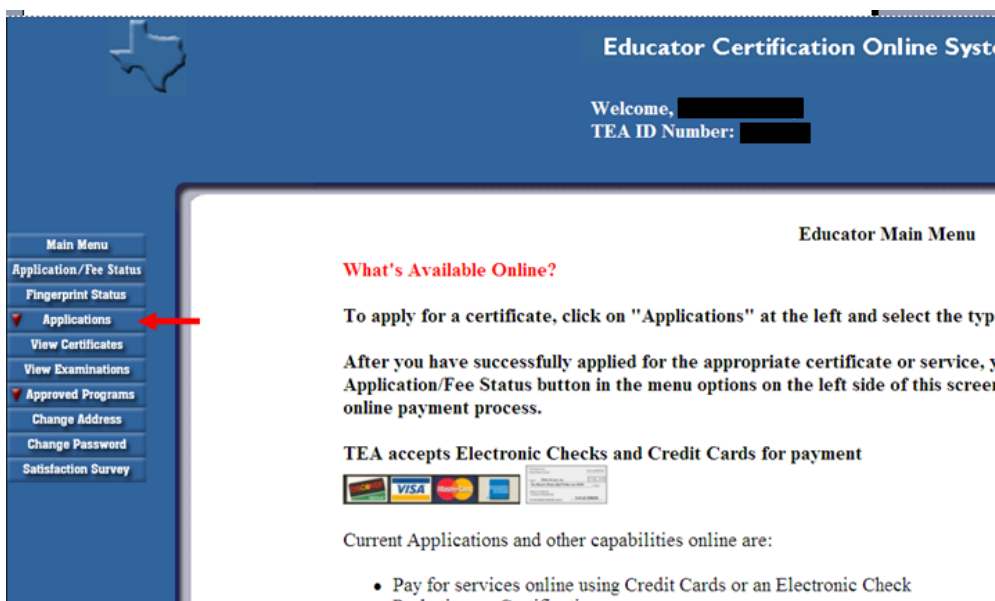
Step 4

Once you are in the system you will be directed to the Educator Profile Setup screen.

Verify/update all required information (i.e. address, phone number, email address). Required fields are marked with an Asterisk (*). Click **Continue**. You will be directed to the Educator Main Menu screen.

Step 5

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



Step 6

Selecting the appropriate application

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 on the left-hand side.

Educator Certification Online System

Welcome, [REDACTED]
TEA ID Number: [REDACTED]

Educator Main Menu

What's Available Online?

To apply for a certificate, click on "Applications" at the left and select the type of certificate.

After you have successfully applied for the appropriate certificate or service, you can check the Application/Fee Status button in the menu options on the left side of this screen and then follow the online payment process.

TEA accepts Electronic Checks and Credit Cards for payment

Current Applications and other capabilities online are:

- Pay for services online using Credit Cards or an Electronic Check
- Probationary Certification
- Standard Certification

If you are in the Principal, Superintendent, School Librarian, School Counselor, Post-Bac EC-6, Secondary Online, or IMPACT programs, have not completed all program requirements, and are seeking a Probationary Certificate for employment with a school district, you will select the Probationary Certificate Texas Program on the left-hand side.

Educator Certification Online System

Welcome, [REDACTED]
TEA ID Number: [REDACTED]

Educator Main Menu

What's Available Online?

To apply for a certificate, click on "Applications" at the left and select the type of certificate.

After you have successfully applied for the appropriate certificate or service, you can check the Application/Fee Status button in the menu options on the left side of this screen and then follow the online payment process.

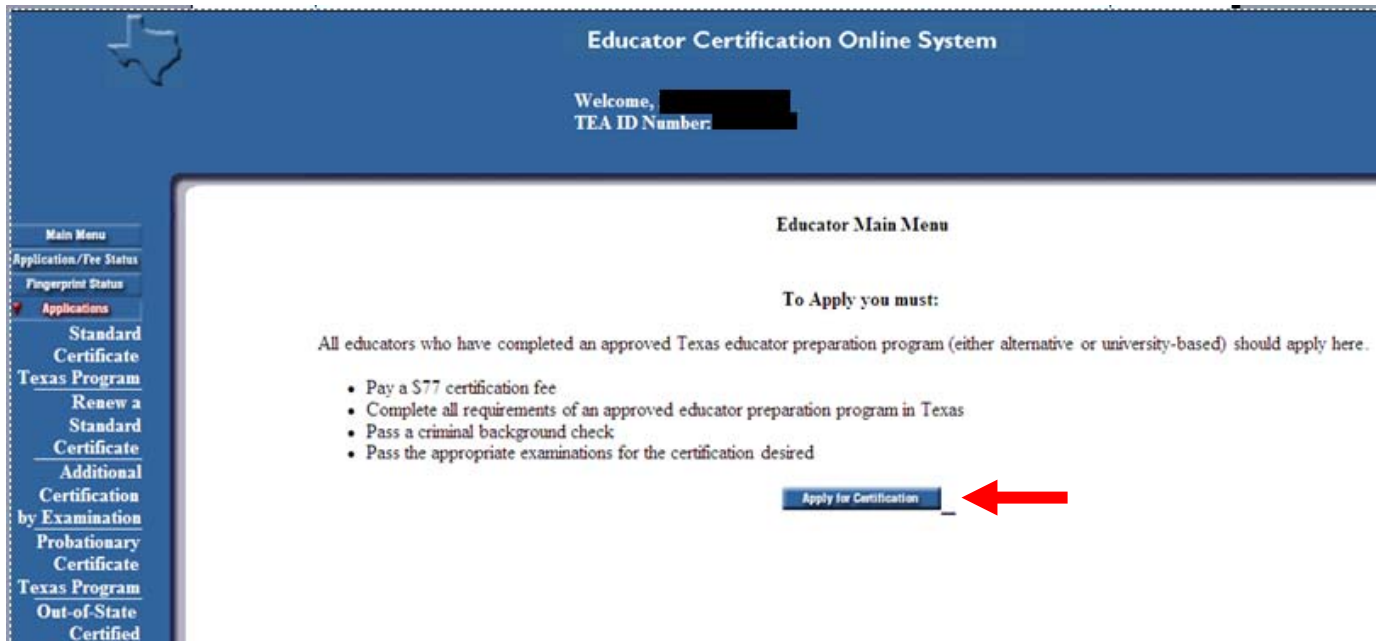
TEA accepts Electronic Checks and Credit Cards for payment

Current Applications and other capabilities online are:

- Pay for services online using Credit Cards or an Electronic Check
- Probationary Certification
- Standard Certification

Step 7

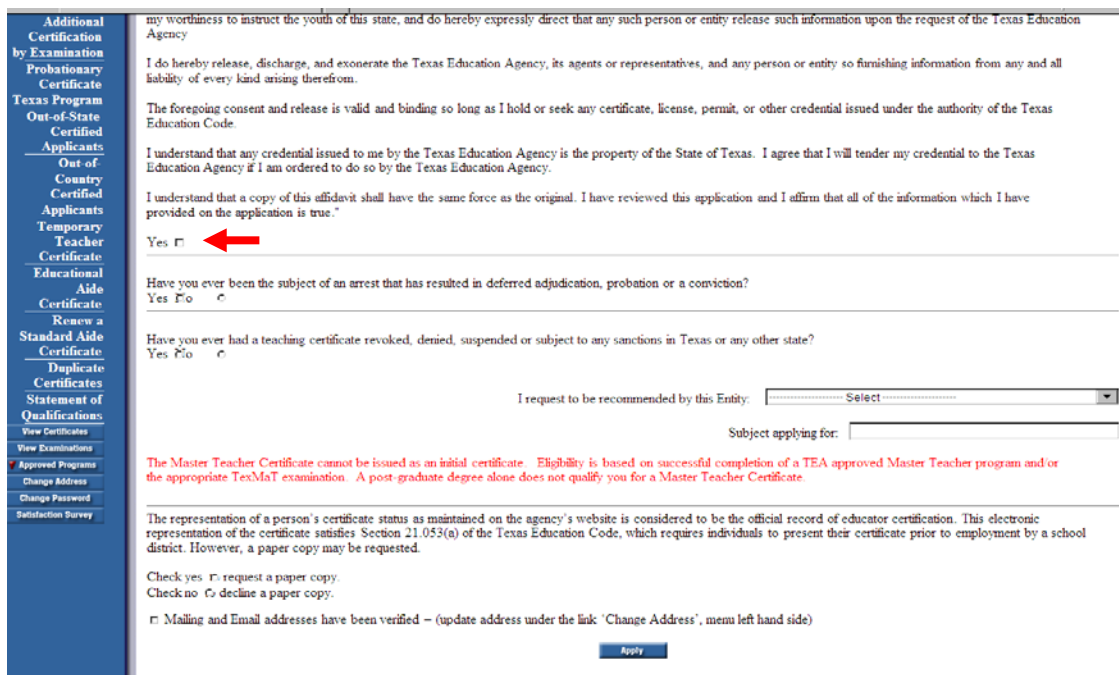
Once you select the appropriate application you will see a screen with important certification information. After reading this information click Apply for Certification.



Step 8

Certification application 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.

my worthiness to instruct the youth of this state, and do hereby expressly direct that any such person or entity release such information upon the request of the Texas Education Agency


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.

The foregoing consent and release is valid and binding so long as I hold or seek any certificate, license, permit, or other credential issued under the authority of the Texas Education Code.


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."

Yes

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:

Subject applying for:

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 representation of the certificate satisfies Section 21.053(a) of the Texas Education Code, which requires individuals to present their certificate prior to employment by a school district. However, a paper copy may be requested.

Check yes request a paper copy.
Check no decline a paper copy.

Mailing and Email addresses have been verified - (update address under the link 'Change Address', menu left hand side)

Step 9 Recommending entity

Click the recommending entity drop down menu. The University of North Texas is listed three times. See below for instructions on which entity to select based on your certificate and certification program.

my worthiness to instruct the youth of this state, and do hereby expressly direct that any such person or entity release such information upon the request of the Texas Education Agency

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.

The foregoing consent and release is valid and binding so long as I hold or seek any certificate, license, permit, or other credential issued under the authority of the Texas Education Code.

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."

Yes

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:

Subject applying for:

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The TX Institute for Teacher Education (Alternative)
Training via E-Learning- An Alt Crt Hybr (Alternative)
Trinity University (University Based)
Tyler Junior College (Alternative)
University of Dallas (University Based)
University of Houston (Master Teacher)
University of Houston (University Based)
University of Houston-Clear Lake (Master Teacher)
University of Houston-Clear Lake (University Based)
University of Houston-Downtown (University Based)
University of Houston-Victoria (Alternative)
University of Houston-Victoria (Master Teacher)
University of Houston-Victoria (University Based)
University of Mary Hardin-Baylor (Master Teacher)
University of Mary Hardin-Baylor (University Based)
University of North Texas (Alternative)
University of North Texas (Master Teacher)
University of North Texas (University Based)
University of Phoenix (@ San Antonio) (University Based)
University of St Thomas (Master Teacher)
University of St Thomas (University Based)
University of Texas - Arlington (Master Teacher)
University of Texas - Arlington (University Based)
University of Texas - Austin (Master Teacher)
University of Texas - Austin (University Based)
University of Texas - Brownsville (Alternative)
University of Texas - Brownsville (Master Teacher)
University of Texas - Brownsville (University Based)

Selecting a Recommending Entity-IMPORTANT

*Please note that 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; 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); Trades and Industrial Education; Health Science Technology CPE

Option 3: University of North Texas (Master Teacher)

Who uses Option 3: Master Reading Teacher; Master Technology Teacher

Step 10

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

by Examination
Probationary
Certificate

Texas Program
Out-of-State
Certified

Applicants
Out-of-
Country
Certified
Applicants

Temporary
Teacher
Certificate

Educational
Aide
Certificate

Renew a
Standard Aide
Certificate

Duplicate
Certificates
Statement of
Qualifications

View Certificates

View Examinations

Approved Programs

Change Address

Change Password

Examination Survey

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.

The foregoing consent and release is valid and binding so long as I hold or seek any certificate, license, permit, or other credential issued under the authority of the Texas Education Code.

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.*

Yes

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:

→ Subject applying for:

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 representation of the certificate satisfies Section 21.053(a) of the Texas Education Code, which requires individuals to present their certificate prior to employment by a school district. However, a paper copy may be requested.

Check yes request a paper copy.
Check no decline a paper copy.

Mailing and Email addresses have been verified – (update address under the link 'Change Address', menu left hand side)

Apply

Step 11

Beginning November 1, 2010, TEA will no longer mail paper copies of certificates. Until the application system is update this option may still be listed. However, even if you select Yes to receive a paper copy, a paper copy will not be sent to you. Once your certificate is available online you will be able to print your own copy.

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

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.

The foregoing consent and release is valid and binding so long as I hold or seek any certificate, license, permit, or other credential issued under the authority of the Texas Education Code.

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."

Yes

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:

Subject applying for:

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 representation of the certificate satisfies Section 21.053(a) of the Texas Education Code, which requires individuals to present their certificate prior to employment by a school district. However, a paper copy may be requested.

Check yes request a paper copy. decline a paper copy.

Mailing and Email addresses have been verified – (update address under the link 'Change Address', menu left hand side)

Apply

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**.

*Please note that 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.

Application Fee Status

Fingerprint Status

Applications

Standard Certificate Texas Program

Renew a Standard Certificate

Additional Certification by Examination

Probationary Certificate Texas Program

Out-of-State Certified Applicants

Out-of-

Important!

It is critical to the application and recommendation process that you select your correct recommending entity. Selection of the incorrect entity will delay/prevent the processing of your application and the issuance of your certificate.

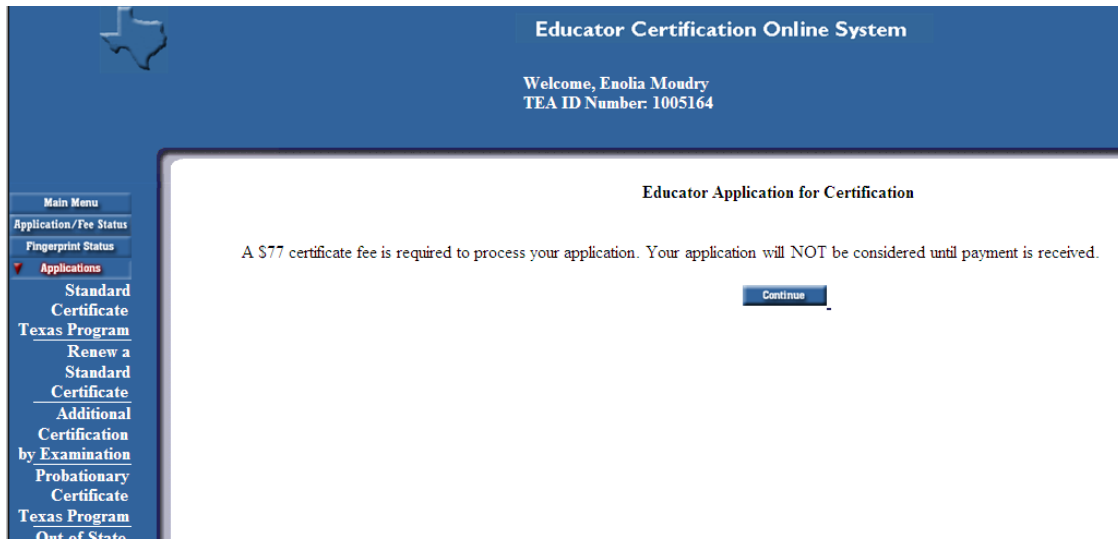
You have selected

If this is the correct entity press "CONTINUE". If you selected the wrong entity, press "RE-SELECT" to select the correct recommending entity.

CONTINUE RE-SELECT

Step 13

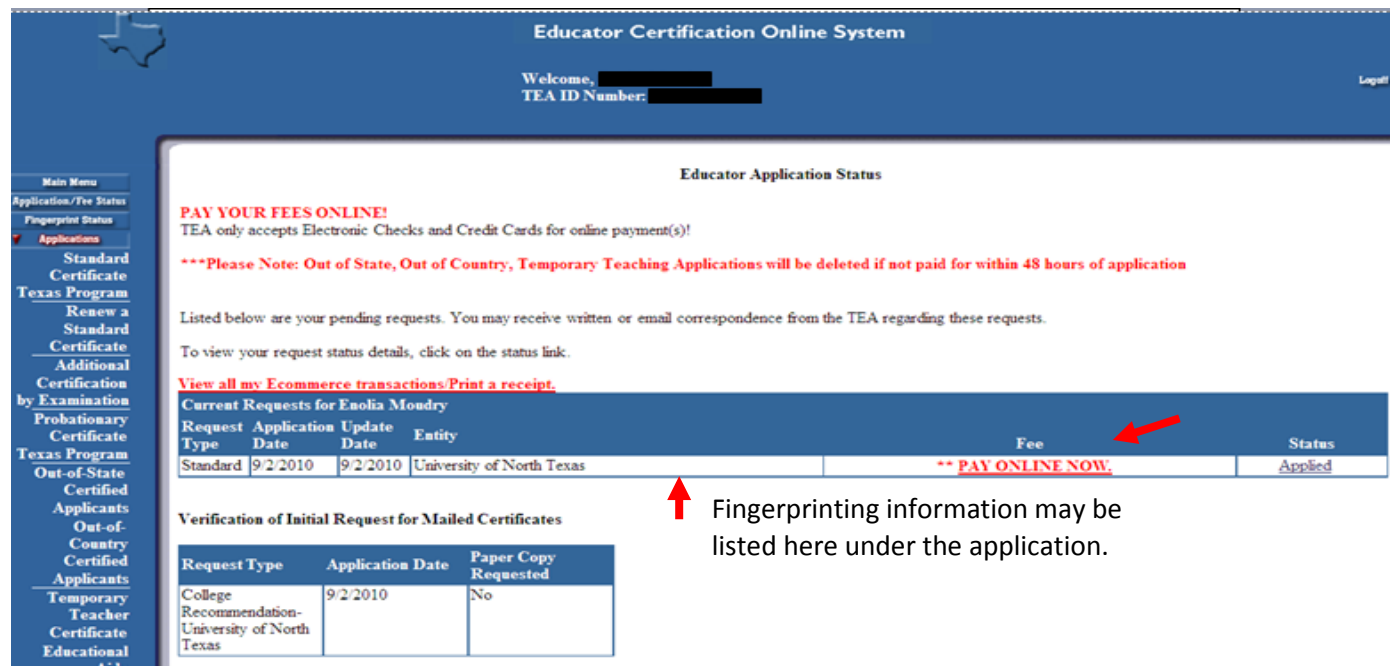
A fee information screen will show the cost of the application you have selected. Click Continue.



Step 14

The Application Status screen will show you the item(s) you will 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**). If there is no fingerprinting information showing you should have already fulfilled that requirement.

Click Pay Online Now to pay for your application.



Step 15

Check the 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.

Educator Certification Online System

Welcome, [REDACTED]
TEA ID Number: [REDACTED]

Educator - Pay Online

Here you can pay online with a credit card or checking account withdrawal securely over the Internet. Select the requests you would like to pay for now online.

EPP Type	Date	Amount	Pay For Now
University of North Texas - Standard	9/2/2010	\$77.00	<input type="checkbox"/>

The next screen you go to will require you to enter your credit card or checking account information. Please have that information available before you may have a limited time to complete the information before you are timed out.

Continue

Step 16

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

Educator Certification Online System

Welcome, [REDACTED]
TEA ID Number: [REDACTED]

Please enter/correct the email address:

Request Type	Date	Amount
Standard	9/2/2010 8:32:55 AM	\$77.00
Total Amount:		\$77.00

If you do not receive a confirmation screen following your online payment attempt, your transaction may not be complete. You may wish to close your internet browser log in online again, and try to pay from the Application Status screen by clicking on PAY ONLINE NOW.

Pay Now

Step 17

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 check that you have completed your application correctly as well as check that you have passed all required certification exams. UNT will recommend you for certification once all requirements for certification have been met and verified by the Certification Officer. You will receive an email from the state board once you have been recommended. If your certification is approved by the state board, you will be able to view your certificate online through your TEA account within 10 business days of being recommended. You will not be notified once your certificate has been awarded. We suggest you log into your TEA account daily until you can view your certificate.

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

Requirements for Recommendation for Certification by Program

All Undergraduate Students

- Complete all coursework/student teaching
- Graduate (your degree must post to your transcript before you will be recommended for certification)
- Pass all required state certification exams
- Apply for certification and complete fingerprinting
- Pay all applicable fees

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/student teaching or internship
- Pass all required state certification exams
- Apply for certification and complete fingerprinting
- Pay all applicable fees
- 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/student teaching or internship
- A completed Master's degree is required for all above listed certifications
- Pass all required state certification exams
- Turn in Teacher Service Record (TSR) to the College of Education Certification Officer (the TSR can be obtained from your school district's human resources/personnel office)
 - Two creditable years of teaching experience as a classroom teacher is required
- Apply for certification and complete fingerprinting
- Pay all applicable fees

Master Reading Teacher; Master Technology Teacher

- Complete all coursework/student teaching or internship
- Pass all required state certification exams
- Apply for certification and complete fingerprinting
- Pay all applicable fees

Section II

Completing Fingerprinting Requirement for Teacher Certification

For information regarding the fingerprinting requirement visit the TEA website at www.tea.state.tx.us and click on Fingerprinting.

Step 1

All educators are required to submit fingerprints as part of Senate Bill 9 (SB 9). When you apply for certification through your TEA account the fingerprinting requirement will appear under the application information in the Application 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.

*Please note that 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.

When you pay the initial fingerprinting fee the state board will send you a FAST Pass form via email within in 24 hours. You will need to print this form and fill in the required information.

Step 2

Once you receive your FAST Pass form you will need to set-up a fingerprinting appointment online. Go to the TEA website at www.tea.state.tx.us and click on Fingerprinting.

<ul style="list-style-type: none">About TEAAlternative SchoolingCommissionerCopyrights/RoyaltiesDropout InformationEducation Laws and RulesEducator CertificationEducator Login/Account Set UpEducator PreparationEnroll Your ChildFingerprinting ←Fraud HotlineGeneral Educational Development (GED ®)H1N1 FluHealth and SafetyHurricane InformationNo Child Left Behind	<p style="text-align: center;">Sergio Alvarez Del Rio Middle School, San Felipe - Del Rio CISD</p> <h2 style="text-align: center;">Welcome to the Texas Education Agency</h2> <p>The mission of the Texas Education Agency is to provide leadership, guidance and resources to help schools meet the educational needs of all students. (read more about the agency)</p> <h3>Agency News</h3> <hr/> <p>August 20, 2010 Texas finalists announced for Presidential Award Six Texas teachers have been named finalists for the prestigious Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) program.</p> <p>August 19, 2010 Student-centered teachers named finalists for 2011 Teacher of the Year award Six outstanding Texas educators who have a combined 127 years of teaching experience have been chosen as finalists in the Texas Teacher of the Year program, the Texas Education Agency announced today.</p> <p>August 18, 2010 Texas math and science ACT scores increase</p>
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Step 3

Scroll down to the section titled Fingerprinting Vendor for Texas and click on L-1 Enrollment Services-locations.

• [Chapter 232, Subchapter C, of the Texas Administrative Code](#) – SBEC Rules incorporating SB 9

• [Chapter 153, Subchapter DD, of the Texas Administrative Code](#) – Commissioner Rules incorporating SB 9

Fingerprinting Vendor for Texas

Vendor information for Texas:

- [L-1 Enrollment Services Home Page](#) - DPS digital fingerprint vendor, Integrated Biometric Technology
- [L-1 Enrollment Services –Texas Appointments](#)
- [L-1 Enrollment Services – locations](#) ←
- L-1 Enrollment Services telephone number 888-467-2080.

Body Content

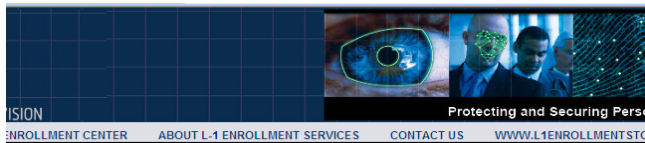
Some of the file formats on this page may open in a new window and/or require a plug-in

Encrypted E
Frequently A
Public Inform
TEA Jobs
Where Our L

Compact with Texans - Complaints - ESCs - Equal Educational Opportunity - Governor's Committee on People with Disabilities - Homeland Security - Military Families - Site Policies - State of Texas - Texas Legislature - TRAIL
Copyright © Texas Education Agency (TEA) 2007-2010

Step 4

Once on the L-1 Identity Solutions Texas homepage, scroll down and click on Online Scheduling.



VISION
ENROLLMENT CENTER ABOUT L-1 ENROLLMENT SERVICES CONTACT US WWW.L1ENROLLMENTSTC

Protecting and Securing Perso

Texas

L-1 Enrollment Services, a division of L-1 Identity Solutions (NYSE: ID), is the industry's preeminent enrollment services company, specializing in the operation of electronic fingerprint (live scan) networks and identity management services. L-1 currently services over 2 million applicants annually at over 1,000 enrollment centers in the U.S. and Canada. Our customers include federal, state and local government agencies as well as companies in a variety of industries. L-1 is also a certified FBI Channeling Agent.

L-1 is the exclusive electronic fingerprinting provider for the Texas Department of Public Safety (DPS).

Please choose from the following links for Texas. The "Online Scheduling" section starts the appointment process. The "Locations" section provides a listing of locations in Texas for you to browse before starting the appointment process. The "Forms and Links" section provides access to forms relating to the fingerprint background check process and links for information on this process.

- [Online Scheduling](#) ←
- Locations
- Forms and Links

If you have any questions, please call L-1 Enrollment Services at (888) 467-2080

[Return Home](#)

Step 5

Make the appropriate language selection that meets your needs.



Texas Registration

1 **Welcome** | **Bienvenidos** 2 3 4 5 6 7

English

The following pages will allow you to get registered for an appointment at a participating location. Please have your billing and personal information ready before you begin this process.

BEGIN REGISTRATION

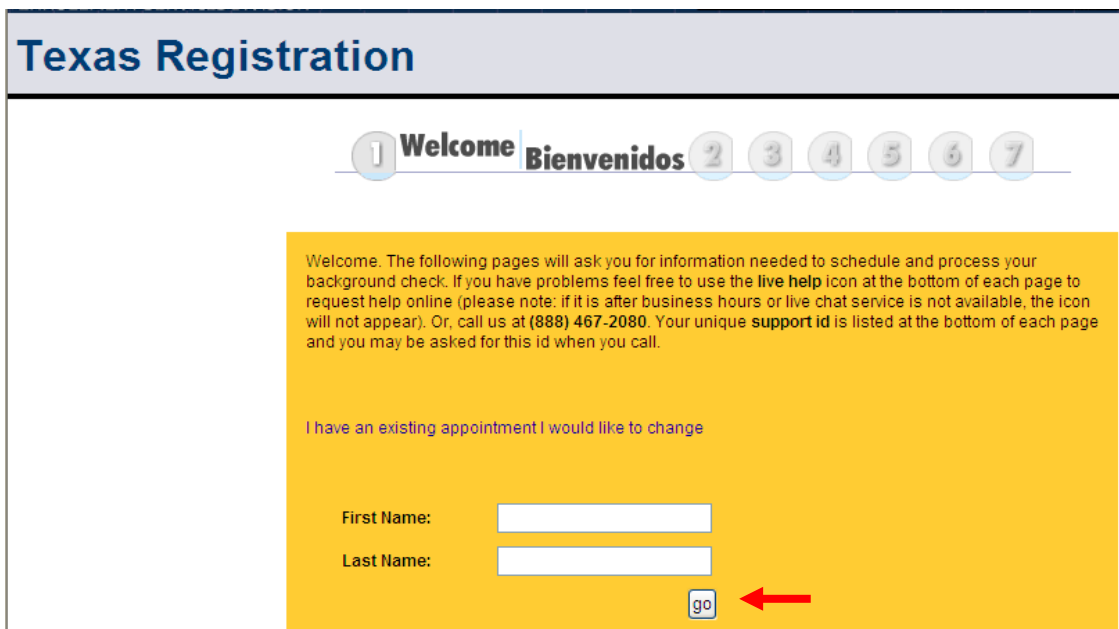
Español

Las siguientes paginas le va permitir registrarse para una cita en cualquier de los sitios participantes. Por favor, tenga a la mano su datos personales y sitiene, ssu numero de cuenta antes de empezar este proceso.

EMPEZAR REGISTRO

Step 6

Enter your first and last name and click Go.



Texas Registration

1 **Welcome** | **Bienvenidos** 2 3 4 5 6 7

Welcome. The following pages will ask you for information needed to schedule and process your background check. If you have problems feel free to use the **live help** icon at the bottom of each page to request help online (please note: if it is after business hours or live chat service is not available, the icon will not appear). Or, call us at (888) 467-2080. Your unique **support id** is listed at the bottom of each page and you may be asked for this id when you call.

I have an existing appointment I would like to change

First Name:

Last Name:

←

Step 7

Click on the choice/link titled Education (School District Employees, Applicants, Volunteers and Contractors)

Texas Registration

1 2 **Application ID** 3 4 5 6 7

Welcome to appointment scheduling for Fingerprint Applicant Services of Texas (FAST).

Please select the reason you are being fingerprinted:

- Education (School District Employees, Applicants, Volunteers and Contractors)
- Day Care Licensing
- Adoption
- Foster Care
- Real Estate
- Nurse Licensing
- Physician Licensing
- Pharmacy Licensing
- Insurance Licensing
- Private Security
- Concealed Handgun Licensing
- Hazardous Material Endorsement
- TCLEOSE
- Juvenile Probation Commission
- Dental Licensing
- NCPA

Step 8

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

L-1 IDENTITY SOLUTIONS™
ENROLLMENT SERVICES DIVISION

Protecting and Securing Persons

Texas Registration

1 2 **Application ID** 3 4 5 6 7

Enter your Agency/ORI number. This number can be found on your FAST Fingerprint Pass notification provided to you by the requesting agency. If you do not have an ORI number, please contact the agency that requested your fingerprints be taken.

Agency/ORI Number

Next Step

<-- Return to Start

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.