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](http://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.

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.
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.

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.
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
Step 11
Beginning November 1, 2010, TEA will no longer mail paper copies of certificates. Until the application system is updated 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.

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.
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.

Step 16
Enter your email address to receive payment confirmation. Click 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 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.
Step 3
Scroll down to the section titled Fingerprinting Vendor for Texas and click on L-1 Enrollment Services-locations.

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 866-467-2060.

Step 4
Once on the L-1 Identity Solutions Texas homepage, scroll down and click on Online Scheduling.
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 páginas le van permitir registrarse para una cita en cualquier de los sitios participantes. Por favor, tenga a la mano sus datos personales y siga los pasos 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 (866) 577-2090. 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: 

Go
Step 7
Click on the choice/link titled Education (School District Employees, Applicants, Volunteers and Contractors)

Step 8
Enter your Agency/ORI Number located on the FAST Pass form you received via email and printed out. Click Next Step.
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.