Applying for Certification (Section I)

**NOTE:** Only complete the application for certification after you have passed all required certification exams, and have completed all program requirements. **DO NOT APPLY BEFORE YOUR FINAL SEMESTER AND DO NOT APPLY BEFORE YOU HAVE PASSED ALL YOUR EXAMS, EVEN IF YOU HAVE COMPLETED ALL PROGRAM REQUIREMENTS.** Please see page 11 for more information on program requirements.

**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**

Select the **Standard Certificate Texas Program** option.
STEP 7

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

![Educator Certification Online System](image)

**To Apply you must:**
- Pay a $78 certification fee (Your application will be deleted if the required fee is not paid within 48 hours.)
- Complete all requirements of an approved educator preparation program in Texas
- Pass a criminal background check
- Pass the appropriate examinations for the certification desired

**Apply for Certification**

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.

![Affidavit Information](image)

Updated: September 14, 2017  S:SAO/TExES-ExCET/Handouts-Forms/Student How To Guides
You must answer the two questions below the affidavit information regarding arrests and any previous teacher certification. Continue to select your Recommending Entity.

**STEP 9**

**Recommending Entity**
Click the recommending entity drop down menu. The University of North Texas is listed three times. **See page 6 below for instructions on which entity to select based on your 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:

If you have required grades for all certification coursework and, where applicable, degrees posted to UNT transcripts prior to August 31, 2017:

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 (university credit courses); Non-CPE Trade & Industrial Education (university credit courses); 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 & Industrial Education CPE (non-university credit courses); Health Science CPE (non-university credit courses)

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

If you have required grades for all certification coursework and, where applicable, degrees posted to UNT transcripts after August 31, 2017:

Option 1: University of North Texas (University Based)
Who uses Option 1: All undergraduate students; All Post-baccalaureate students who are seeking an additional degree; All Career & Technical Education (CTE) students who are seeking a degree.

Option 2: University of North Texas (Alternative)
Who uses Option 2: All Post-baccalaureate students who are not seeking an additional degree; All Career & Technical Education (CTE) students who are not seeking a degree.

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 certificate(s) you are applying for.

Examples:
Core Subjects EC-6
Core Subjects EC-6 with ESL Supplemental
Social Studies 4-8 with ESL Supplemental
Social Studies 7-12
Health Science 6-12
Principal EC-12

I request to be recommended by this Entity: University of North Texas (University Based)
Subject applying for: This is your certification field.
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 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 TexMaT examination. A post graduate degree alone does not qualify you for a Master Teacher Certificate.

**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.

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

![Fee Information Screen](image)

**NOTE:** Immediately following the submission of your application, you will receive a system-generated email from the Texas Education Agency (TEA) acknowledging your application. This email, and all correspondence from the TEA, will be sent to the email address you have on file with them. Therefore, it is important to use an email address that you check often. A sample of the email is below. **Pay close attention to the entity that your application was submitted to.** If you submitted an application to any other program except the University of North Texas, then UNT did not receive your application.

*Below is a sample of the email confirmation you will receive from "TEA No Reply"*

Your application for certification has been submitted to University of North Texas. An online recommendation by your educator preparation program is needed for issuance of the certification.

*This is a system generated information email - please do not respond.*

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**STEP 13 Continued**

***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.***

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.

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.
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 this requirement.

Click **Pay Online Now** to pay for your application.
STEP 16

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

STEP 17

Enter your Electronic Check or Credit Card information. Verify that all fields have been filled in correctly before submitting payment.

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. Please note, if you selected any other entity besides UNT then UNT did not receive your application.

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 another system-generated email from the Texas Education Agency (TEA) once you have been recommended for teacher certification. The state 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". The TEA will notify you again by another system-generated email when your certificate is official and posted to your online educator account.

See below for the requirements for recommendation for certification by program.
Requirements for Certification by UNT 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) certificate 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 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/IdentoGO, previously L-1 Enrollment Services, locations. Applicants are required to pay an additional 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 certificate 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/IdentoGO homepage, scroll down and select **Online Scheduling**.
STEP 4

Effective April 1, 2016, the TEA ORI number found in the fingerprinting FAST pass will be replaced with a “Service Code”. The Service Code should be used to schedule fingerprinting appointments online. Please call MorphoTrust/IdentoGO, 888-467-2080, with questions.

Enter the Service Code located on the FAST Pass you received via email and printed out. Click GO.

STEP 5

Select the Schedule or Manage Appointment option.
STEP 6
Enter your information as instructed on the screen. Click **Next** when finished.

STEP 7
Enter the Applicant Number located on the FAST Pass you received via email and printed out. Click **Next**.

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.