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.**

**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** tab.

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**.

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**Educator Certification Online System**

Welcome!

TEA ID Number: [ ]

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**To Apply you must:**

- Pay a $75 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]

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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.

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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 TExES examination. A post-graduate degree alone does not qualify you for a Master Teacher Certificate.

- [ ] TEA no longer mails paper certificates. 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 21.556(d) of the Texas Education Code, which requires individuals to present their certificate when employed by a school district. To print a copy, select the “New Certificate” link (menu left-hand side).
- [ ] Email and mailing addresses have been verified — (to update addresses, click on the link “Change Address,” menu left-hand side)

[Apply]
You must answer the two questions below the affidavit information regarding arrests and any previous teacher certification. After responding to these questions, 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.

**DO NOT SELECT THE UNT-DALLAS CAMPUS OPTION.**

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Updated: December 7, 2018
IMPORTANT - Selecting a Recommending Entity

If you select the wrong recommending entity, your application will be removed, you will be required to submit a new application with the correct recommending entity, and must complete a refund request through TEA for a refund of any paid fee(s) from the incorrect application.

**DO NOT SELECT THE UNT-DALLAS CAMPUS OPTION.**

Which Recommending Entity Do You Select:

A. **If you completed your certification program** (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

OR

B. **If you completed your certification program** (have required grades for all certification coursework and, where applicable, degrees posted to UNT transcripts) **after September 1, 2017:**

   (Degree-seeking status is based on your CURRENT Program/Plan status with the university.)

   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 while at UNT; All Career & Technical Education (CTE) students who are seeking a degree while at UNT.

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

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

Updated: December 7, 2018
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 finished.

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.

**CHECK YOUR RESPONSE THOROUGHLY. DO NOT SUBMIT YOUR APPLICATION TO UNT-DALLAS.**
A fee information screen will show the cost of the application you have selected. Click Continue.

**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 TEA. 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.*

**STEP 12 Continued**

***If you do not see this screen in Step 12 initially, then the Exit Survey will appear instead and prompt you to complete it. Follow the directions above before moving on to Step 13.***

Once complete with the Exit Survey, go to your main home screen and select the **Application/Fee Status** link on the left menu. Then continue with Step #13 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.
STEP 13

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 may have already fulfilled this requirement.

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

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**Fingerprinting information may be listed here under the application.**

STEP 14

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.
STEP 15

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

STEP 16

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

STEP 17

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 educator certification to the state board after all requirements for educator 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 educator 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.
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. **It can take up to 24 hours to receive your FAST PASS. You 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](http://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.

![Image](image1.png)

STEP 7

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

![Image](image2.png)

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.