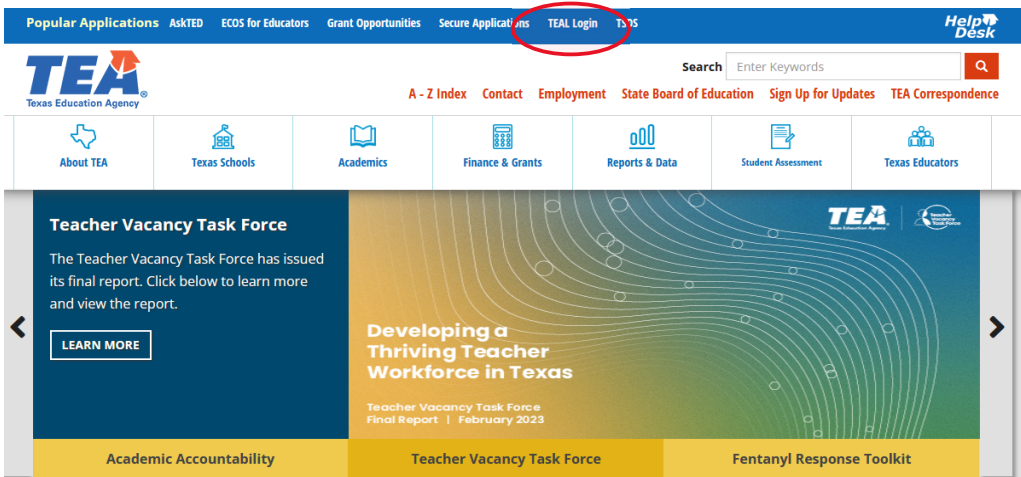# Applying for Certification

NOTE: 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.
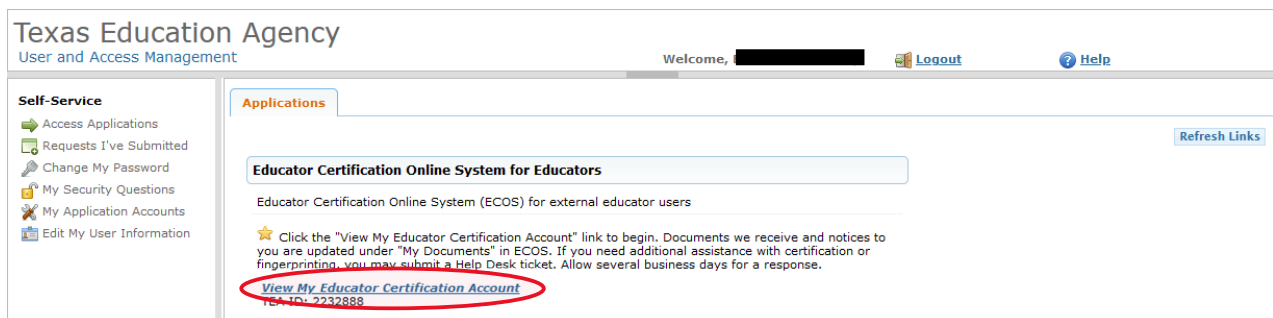
1. **Go to** http://tea.texas.gov

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

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.
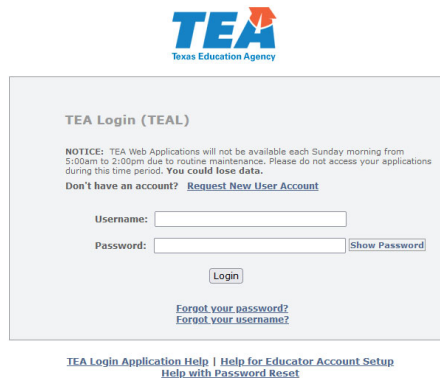
4. Once logged in, click on the underlined Educator Certification Account link to access your educator profile. You will then be taken to the Blue ECOS screen where your demographic information will be displayed. Be sure to keep your information updated with a personal email address. After verifying your information, click **Continue**.

5. <u>On the left-hand side, click on the **Applications** tab.</u>

6. <u>Select the **Standard Certificate Texas Program** option.</u>

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**.

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. Answer Yes or No regarding arrests and previous investigations.

Educator Application for Certification

████████████

Applicant's Affidavit:

"I, ████████████, do hereby agree, consent and direct that any person or entity maintaining information in any form relating to my criminal history shall release all such information upon the request of the Texas Education Agency.

I do further hereby agree and permit the Texas Education Agency to obtain from any person or entity information relating to my personal background, my moral character and 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 have read, understand and agree to adhere to the educator's Code of Ethics.

I have read, understand and agree to comply with the standard certificate renewal requirements.

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 been investigated by a licensing authority or had a license, certificate, or permit revoked, denied, suspended, or subject to any other sanction in Texas or any other state?
Yes ◯ No ◯

I request to be recommended by this Entity: [-------------------- Select -------------------- ▼]

☐ 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 21.053(a) of the Texas Education Code, which requires individuals to present their certificate prior to employment by a school district. To print a copy, select the "View Certificates" 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**]

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 you must complete a refund request through TEA for a refund of any paid fee(s) from the incorrect application.

DO <u>NOT</u> SELECT THE UNT-Dallas CAMPUS OPTION.

Which Recommending Entity Do You Select:

Option 1: **University of North Texas (University Based)**
<u>Who uses Option 1</u>: Any student seeking a degree while completing a certification program at UNT.

Example: If you are seeking a bachelor's, master's, or doctorate degree (does <u>not</u> need to relate to your certification program) while at UNT.

Option 2: **University of North Texas (Alternative)**
<u>Who uses Option 2</u>: Any student <u>not</u> seeking a degree while completing a certification program at UNT.

Example: If you were admitted to a UNT certification program with a prior bachelor's, master's, or doctorate degree and are *ONLY* taking certification courses.

10. 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.

    ☐ 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 21.053(a) of the Texas Education Code, which requires individuals to present their certificate prior to employment by a school district. To print a copy, select the "View Certificates" 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

11. You must verify the Recommending Entity you selected. Refer to **Step 9** to verify you have selected the correct Recommending Entity option. If you selected the correct option click **Continue**. If you did <u>not</u> select the correct option click **Re-Select** and repeat **Step 9 and Step 10**.

    Welcome, Elizabeth Dracobly | TEA ID Number: 2232888   Exit ECOS

    Educator Application for Certification

    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 University of North Texas (University Based)   as the entity that will recommend you to the TEA for certification.

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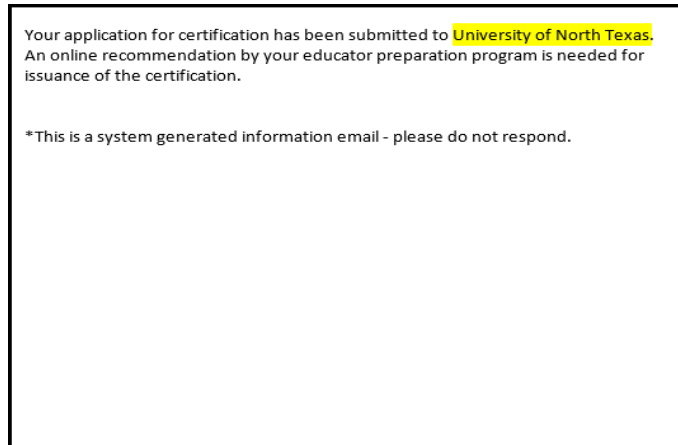
    [CONTINUE] [RE-SELECT]

    NOTE: 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 you must complete a refund request through TEA for a refund of any paid fee(s) from the incorrect application.

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

    Main Menu
    Application/Fee Status
    Fingerprint Status
    ▼ Applications
    Standard Certificate
    Texas Program
    Renew a Standard
    Certificate
    Additional
    Certification
    by Examination

    Educator Application for Certification

    A $78 certificate fee is required to process your application. Your application will NOT be considered until payment is received. Your application will be deleted if the required fee is not paid within 48 hours.

    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 besides the University of North Texas, then UNT did <u>not</u> receive your application.

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.

12. You may be prompted to complete a mandatory Exit Survey. Complete the survey according to the instructions. Remember, you should only be filling this survey out if you have already completed your Clinical Teaching/Internship. Fill out all of the information in the survey as accurately as possible.

13. Once you complete with the Exit Survey, you can go to the main home screen and select the **Application/Fee Status** link on the left menu.

    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 previously been fingerprinted for the state. Fingerprinting is a requirement for certification. If there is no fingerprinting information showing, you may have already fulfilled this requirement.

    Click **Pay Online Now** to pay for your application and then follow the subsequent prompts.

Fingerprinting information may be listed here under the application.
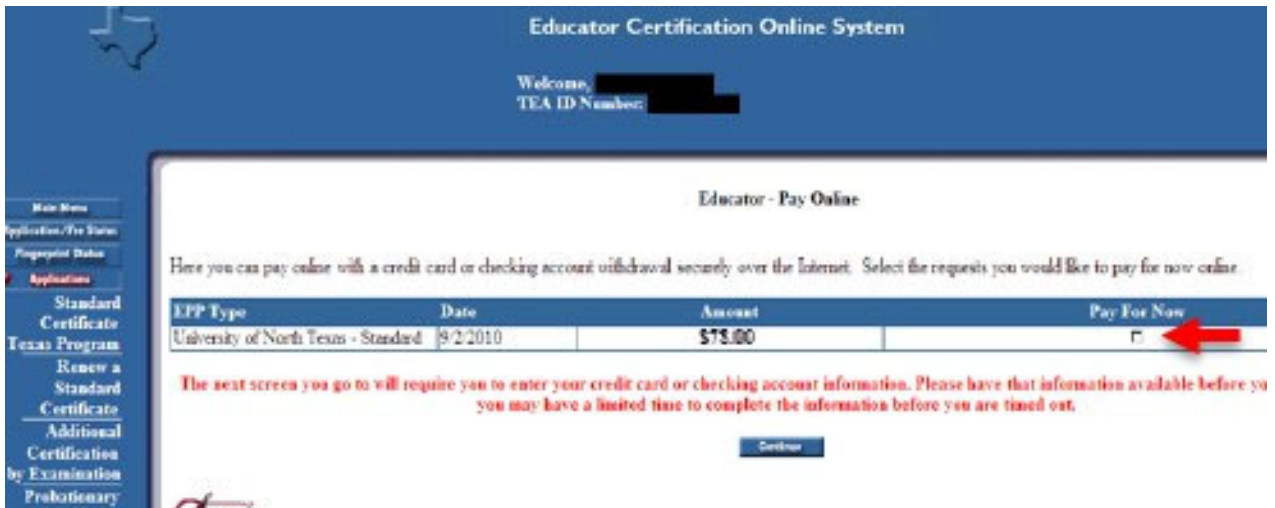
Enter your email address to receive payment confirmation. Click **Pay Now.**
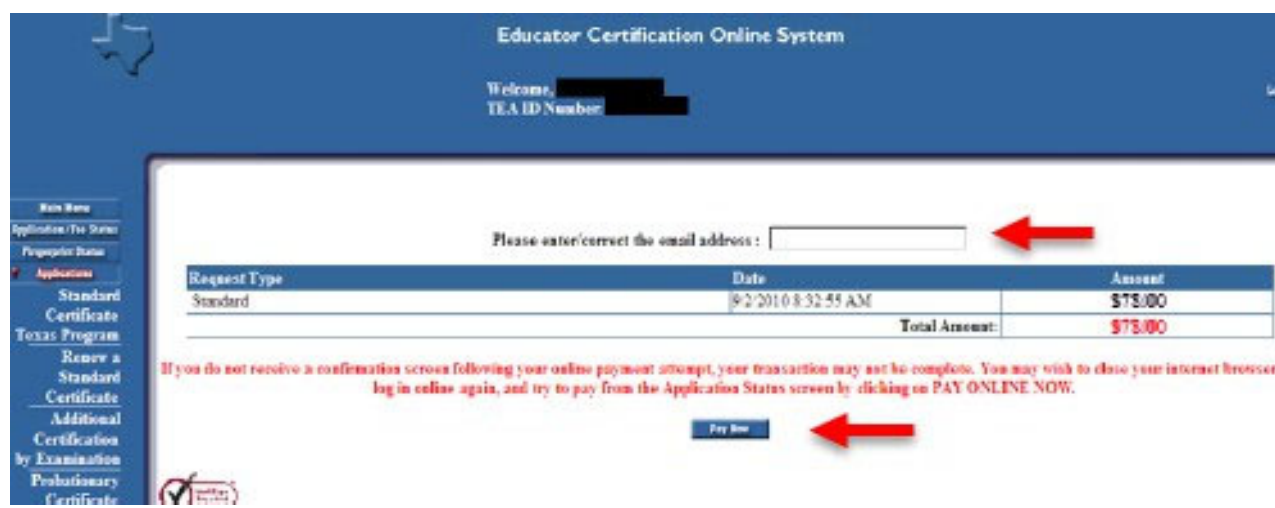
14. Enter your Electronic Check or Credit Card information. Verify that all fields have been filled in correctly before submitting payment.

15. 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 <u>not</u> 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

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 receive an email from the DPS approved vendor IdentoGO with instructions for scheduling a fingerprinting appointment. The TEA will receive the fingerprinting results within 5-7 business days after the fingerprint appointment.

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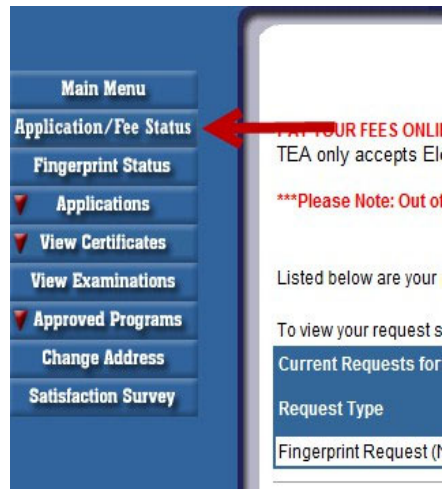
    NOTE: If the fingerprinting requirement does not appear below the application information then you may have already submitted fingerprints because you either have a valid Educational Aide certificate or already hold a valid Texas classroom teaching certificate.

2. Once your fingerprinting fee has been paid, you will receive an email from IdentoGO with instructions on how to schedule your appointment.

3. During the appointment, there is an additional $10 fee for scanning the fingerprints to TEA.

4. You can review a step by step video from TEA here: https://www.youtube.com/watch?v=lX4TqElFQIs

5. Additional assistance can be found on the TEA HelpDesk site for fingerprinting: https://helpdesk.tea.texas.gov/Fingerprinting-and-Do-Not-Hire-Registry/