# **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.

P	opular Application	s AskTED ECOS for Educa	tors Grant Opportunities	Secure Applications TEA	LL Login TS 15		Help <b>T</b> Desk
Te	Exas Education Agency		A -	Z Index Contact Emp	Se loyment State Board of	arch Enter Keywords f Education Sign Up for Upda	Q tes TEA Correspondence
	About TEA	EBE Texas Schools	C Academics	Finance & Grants	000 Reports & Data	Student Assessment	Texas Educators
C	Teacher Vaca The Teacher Vaca its final report. C and view the rep LEARN MORE	ancy Task Force ancy Task Force has is lick below to learn mo lort.	sued re Deve Thrivi Work Teacher \ Final Rep	loping a ing Teacher force in Texa /acancy Task Force art   February 2023	S		A @ >
	Acaden	nic Accountability	Те	eacher Vacancy Task	Force	Fentanyl Response	Toolkit

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.

	Texas Education Agency
TEA Logir	(TEAL)
NOTICE: TEAN 5:00am to 2:00 during this time	Veb Applications will not be available each Sunday morning from om due to routine maintenance. Please do not access your application period. You could lose data.
Don't have an	account? Request New User Account
Userna	ne:
Passwo	rd: Show Password
	Login
	Forgot your password? Forgot your username?

4. Once logged in, click on the underlined <u>Educator Certification Account</u> 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**.

Texas Education User and Access Manageme	n Agency	Welcome, I	eff Logout	P Help	
Self-Service	Applications           Educator Certification Online System           Educator Certification Online System (ECC           Click the "View My Educator Certification you are updated under "My Documents" in fingerprinting, you may submit a Help Destification Accounted to the system of the system	for Educators DS) for external educator users on Account" link to begin. Documents we receive and notice I ECOS. If you need additional assistance with certification o k ticket. Allow several business days for a response. nt	s to		Refresh Links

## 5. On the left-hand side, click on the Applications tab.

Texas Education Agency	Educator Certification Online System (ECOS)
	Welcome,
Main Menu	Educator Main Menu
Application/Fee Status	What's Available in the Educator Certification Online System (ECOS)?
Fingerprint Status	Click on Application/Fee Status to pay for previously submitted applications. You can also view the status of applications that may be pending.
Applications -	From the menu on the left elick on Applications to:
View Certificates 👻	Apply for an intern Certificate Texas Program
View Examinations	Apply for a Probationary Certificate Texas Program
My Documents	Apply for a Standard Certificate Texas Program
Approved Programs -	Apply to renew a Standard Certificate
Change Address	Apply for Additional Certification by Examination in classroom areas only
Satisfaction Survey	Apply for an Educational Aide Certificate
	Apply for a review of out-of-state credentials, a One-Year certificate or a Standard certificate
	Apply for a review of out-of-country credentials, a One-Year certificate, or a Standard certificate
	You can also:
	View your Texas educator certificates
	View your Texas examinations
	View approved educator preparation programs

## 6. Select the Standard Certificate Texas Program option.

TEXAS Education Agency	Educator Certification Online System (ECOS)
	Welcome,
Main Menu	Educator Main Menu
Application/Fee Status	What's Available in the Educator Certification Online System (ECOS)?
Fingerprint Status	Click on Application/Fee Status to pay for previously submitted applications. You can also view the status of applications that may be pending
Applications -	
Standard Certificate	From the menu on the left, click on Applications to:
Renew a Standard	Apply for an Intern Certificate Texas Program
Certificate	Apply for a Probationary Certificate Texas Program
Additional Certification by Examination	Apply for a Standard Certificate Texas Program
Intern Certificate Texas	Apply to renew a Standard Certificate
Program Probationary Certificate	<ul> <li>Apply for Additional Certification by Examination in classroom areas only</li> </ul>
Texas Program	Apply for an Educational Aide Certificate
Certified Applicants	<ul> <li>Apply for a review of out-of-state credentials: a One-Year certificate or a Standard certificate</li> </ul>
Out-of-Country Certified	a participation of a state of a state of a state of the s
Educational Aide	<ul> <li>Apply for a review of out-or-country credentials, a One-real Celtificate, of a Standard Celtificate</li> </ul>
Certificate	You can also:
tatement of Qualifications	View your Texas educator certificates
View Certificates -	View your Texas examinations
View Examinations	View approved educator preparation programs

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**.

TEXES Education Agency®	Educator Certification Online System (ECOS)
Main Menu	Educator Main Menu
Application/Fee Status Fingerprint Status	
Applications 👻 Standard Certificate Texas Program Renew a Standard	To Apply you must: All educators who have completed an approved Texas educator preparation program (either alternative or university-based) should apply here.
Additional Certification Certification by Examination Intern Certificate Texas Program	<ul> <li>Complete the EPP Candidate Exit Survey</li> <li>Pay a \$78 certification fee (Your application will be deleted if the required fee is not paid within 48 hours.)</li> <li>Fingerprinting will be required</li> <li>Pay a \$40.25 fingerprinting fee</li> <li>Complete all requirements of an approved educator preparation program in Texas</li> </ul>
Probationary Certificate Texas Program Out-of-State Certified Applicants Out-of-Country Certified Applicants Educational Aide Certificate	Pass a criminal background check     Pass the appropriate examinations for the certification desired     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, <b>Example 1999</b> , 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 ONO O
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 O No O
I request to be recommended by this Entity: Select v
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)

Who uses Option 1: 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 not need to relate to your certification program) while at UNT.

Option 2: University of North Texas (Alternative) Who uses Option 2: Any student not 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 emproyment by a school district. To print a copy, select the view Certificates link (menu felenand side).
Email and mailing addresses have been verified – (to undate addresses, click on the link 'Change Address' menu left-hand side)

nail and mailing addresses have been verified – (to update addresses, click on the link 'Change Address,' menu left-hand side)



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 not select the correct option click Re-Select and repeat Step 9 and Step 10.

Velcome	e, Elizabeth Dracobly   TEA ID Number: 2232888	Exit ECOS
	Educator Application for Certification	
	Imperant	
	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.	

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	Educator Application for Certification
App	lication/Fee Status	
F	ingerprint Status	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
۷	Applications	 if the required fee is not paid within 48 hours.
	Standard Certificate Texas Program	Continue
	Renew a Standard Certificate	
	Additional Certification by Examination	

\*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.

7		Educator C	Certification Onl	line System	
		Welcome, TEA ID Number	_		
			Educator Applic	ation Status	
PAY YOUR FE TEA only accept	ES ONLINE! s Electronic Checks and	Credit Cards for online payr	ment(s)!		
***Please Note	: Out of State, Out of 0	Country, Temporary Teac	hing Applications will I	be deleted if not paid for within 48 hours of application	
Listed below are	your pending requests.	You may receive written or e	email correspondence fr	rom the TEA regarding these requests.	
To view your rea	puest status details, click	on the status link.			
View all my Eco	mmerce transactions/I	Print a receipt.			
Current Reque	sts for Enolia Mondry				
Request Appli Type Date	cation Update Entity Date			Fee	Status
Standard 9/2/2	010 9/2/2010 Univer	rsity of North Texas		** PAY ONLINE NOW.	Applied
Verification of I	nitial Request for Mai	led Certificates		Fingerprinting information may l	be
Request Type	Application Date	Paper Copy Requested		listed here under the application	n.
College Recommendation University of No Texas	9/2/2010 1- rth	No			

Aide



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

	Educator Certification Online System	
	Welcome, TEA ID Number	
	Please enter/correct the entail address :	_
Request Type	Data	Amoun
Standard	\$ 2/2010 \$ 32:55 AM	\$75/00
	Total Amount	\$73.00

- **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 <u>after</u> 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.

 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: <u>https://www.youtube.com/watch?v=IX4TqEIFQIs</u>
- 5. Additional assistance can be found on the TEA HelpDesk site for fingerprinting: <u>https://helpdesk.tea.texas.gov/Fingerprinting-and-Do-Not-Hire-Registry/</u>