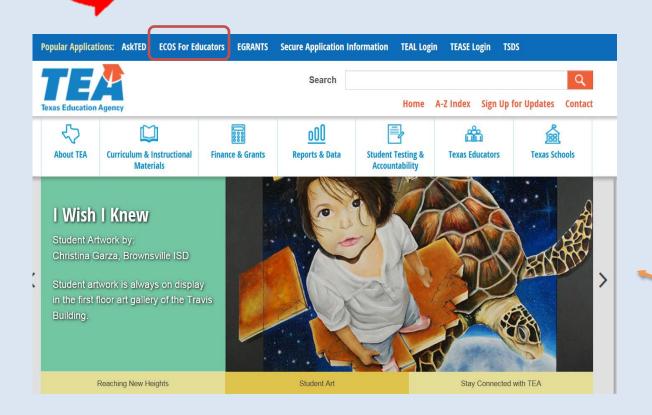




HOW DO I APPLY FOR MY CERTIFICATE?

www.tea.texas.gov

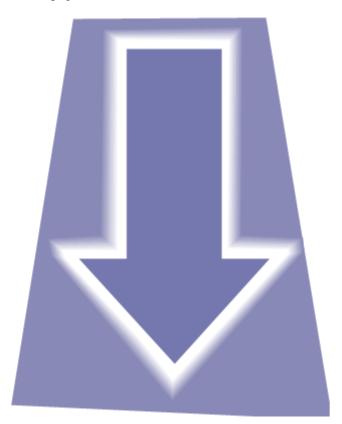
Open the TEA webpage and click on "ECOS for Educators".



Don't be confused if you see a different picture. It changes regularly.

After you have signed in to TEAL,

 The next page you will see looks like this (see next slide) and contains all of your demographic information. At this point, take the time to <u>review</u> your information for accuracy, paying special attention to your name and address (U.S. mail and electronic). Make sure every piece of information is accurate.



17

Represificion.

Educator Certification Online System

Welcome, Brad Fitt

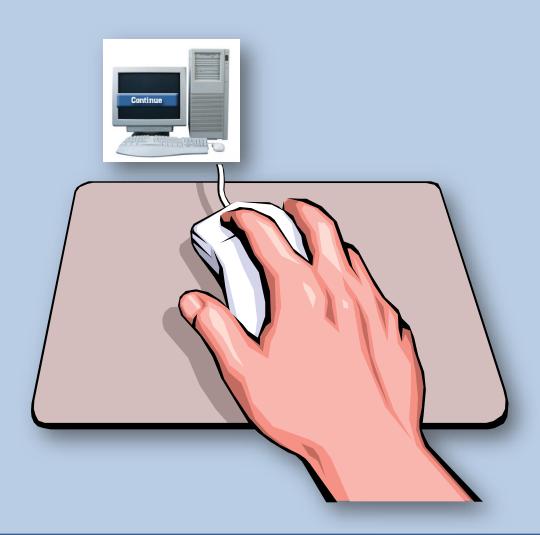
TEA ID Number: 123456

Lag

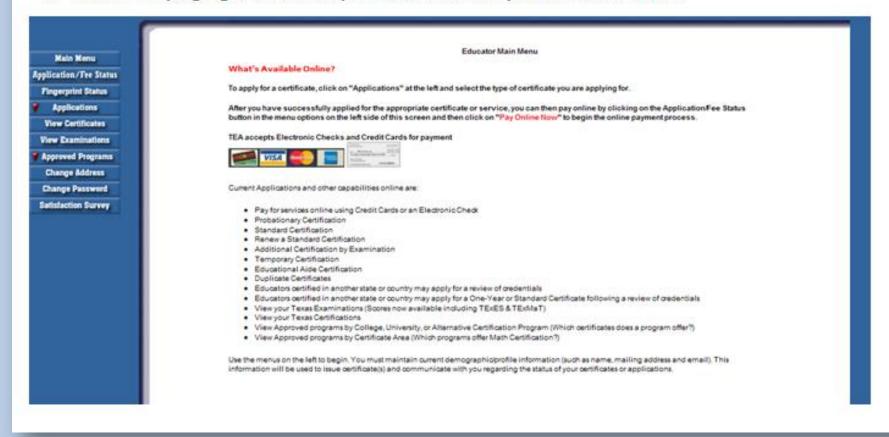
TEA ID:		7
"First Name:	"Sender"	*
Mode Name	"Date of Birth : Sturb M. D.	o Mitor M
"LastName"	Phone Number ()	
Maiden Name	Throty	20
Mr. II	*Driver License #	
Fyour name is incorrect, please small the TEA to submit a name change	OL State on your code. The way your fort matrix and last	name annew in your profits i
To submit a name change please email to the TEA the following 1. your SISN or TEA ID number 2. your name as it is currently displayed in your profile 2, the way you would like it to appear on your certificate. To email us for this change <u>Clock this</u> After you have received an email confirming that your name.	e change is complete, then you can apply for an u	plated certificate with your ro
Making:		
③ United States and other US Territories	○ Foreign Address	
*AADeax	*440944	
"Address: Industry our scentism's suits number OR PO Soc. Facultisation	'400411	
The state of the s		
Industry our acestrant, suite number DR PO Box. Facultisable	*Object Locales	
Tribite plur acetrant, subs runter DF FD Box. Facetrados *GB/ *State 15046		Facilitation
Tribide plur acentrarit, subs number DR PD Box. If acentrarities *CRy *State	*City or Locale Province Addressation. *Posted Code	of against the
100/2 plur scennert, scie number DR PD Box, if ascitation 100/2 100/	*Oly or Locale Province Addresiation	Papitatra
100/2 plur scennert, scie number DR PD Box, if ascitation 100/2 100/	*City or Locale Province Addressation. *Posted Code	of against real
*Chr ** (12345125) *Zip Code: (12345125) Country SMITED STATES	*City or Locale Province Addressation. *Posted Code	of application)
**COpt	*City or Locale Province Address *Visual Code *Country O Foreign Address	of against real
*Coty *State *Zo County SNITED STATES *Bring Check here if name as making	*City or Locate Province Addressiation *Postel Code *Country	of applicative)
**Totale Check here if same as making Check here if same a	*City or Locate Province Address *Country O Foreign Address *Address	P applicative)
*** Totals Check here if same as making Check here if same	*City or Locale Province Address *Country O Foreign Address *Address *City or Locale	
**Cay	*City or Locate Province Address *Country O Foreign Address *Address	of applications
**Color Check here if same as making **Check here if same as making **Object Check here if same as making **Object Check here if same as making **Address Check here if same as making	*City or Locale Province Address *Country O Foreign Address *Address *City or Locale	

4. Now click on....

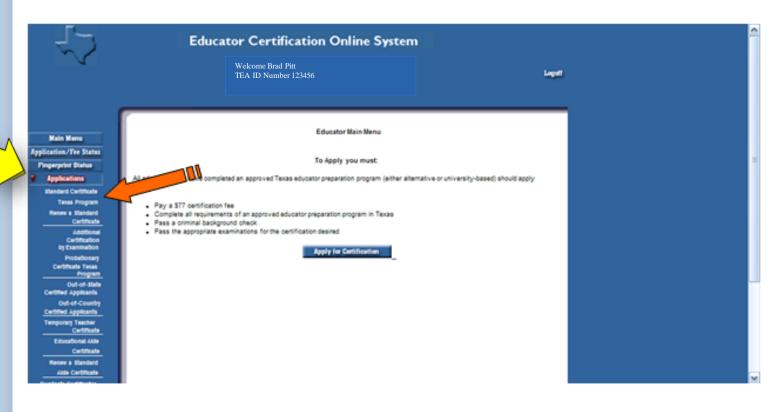
Continue



This menu page gives all the options available to you at the SBEC site.

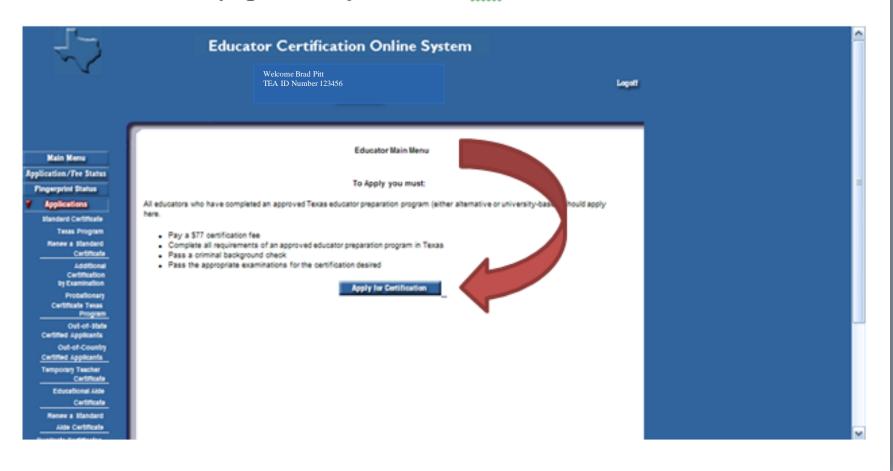


6. In the menu on the left, click on <u>Applications</u>; then click on <u>Standard Certificate</u> <u>Texas Program</u>.

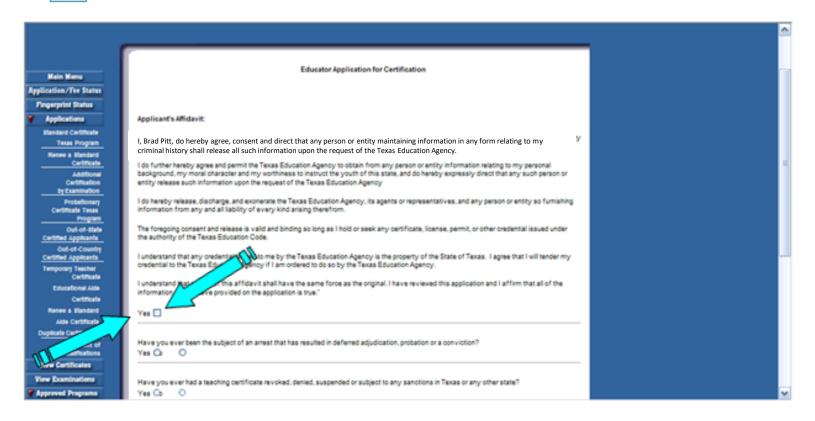


7. Which leads to this page, where you click on

Apply for Certification

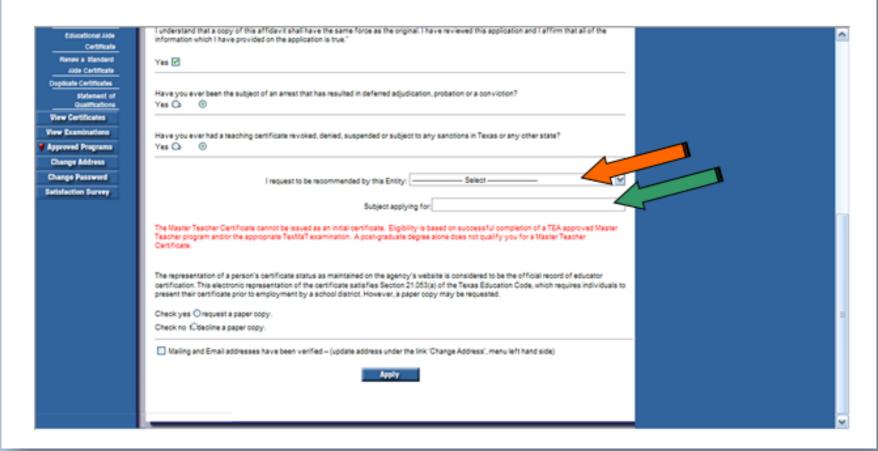


 Here you will find the "affidavit" that you must review and "sign" by checking the YES box.

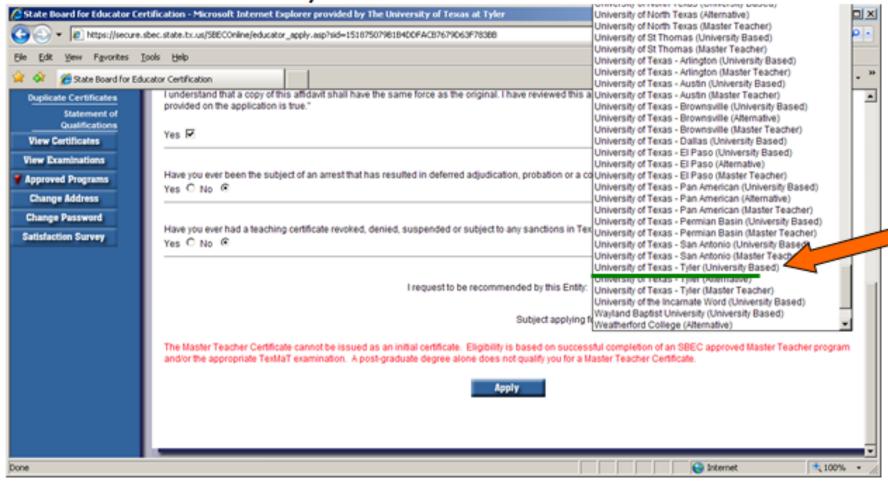


- At the bottom of the page, there are two questions that must be answered accurately.
 - a. Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction? _____YES _____NO
 - b. Have you ever had a teaching certificate revoked, denied, suspended or subject to any sanctions in Texas or any other state? _____YES _____No

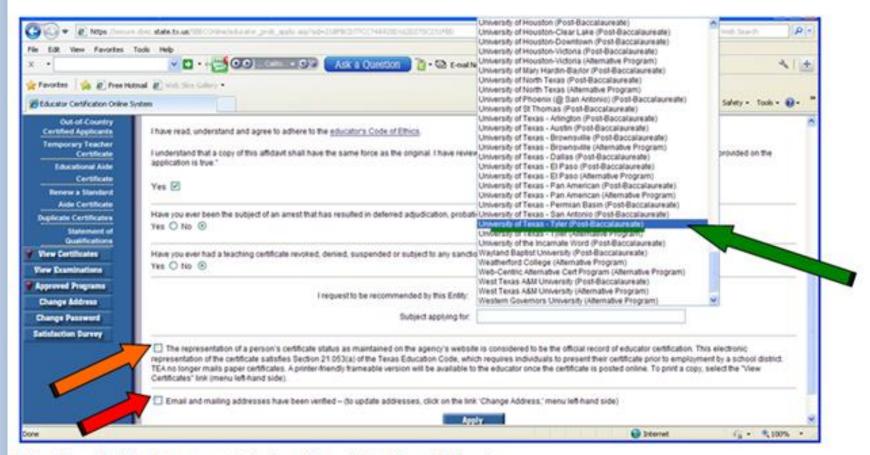
- Then click on the dropdown box at the bottom right...and select The University of Texas at Tyler.
- Enter (type in) the content area of your certificate, e.g., History 8-12; EC-6; Math 4-8;
 Art EC-12.



Be sure to choose "University Based".....not "Alternative" or "Master Teacher"



12. TEA no longer issues paper certificates. The virtual certificate, available online, is the "official" certificate in Texas.

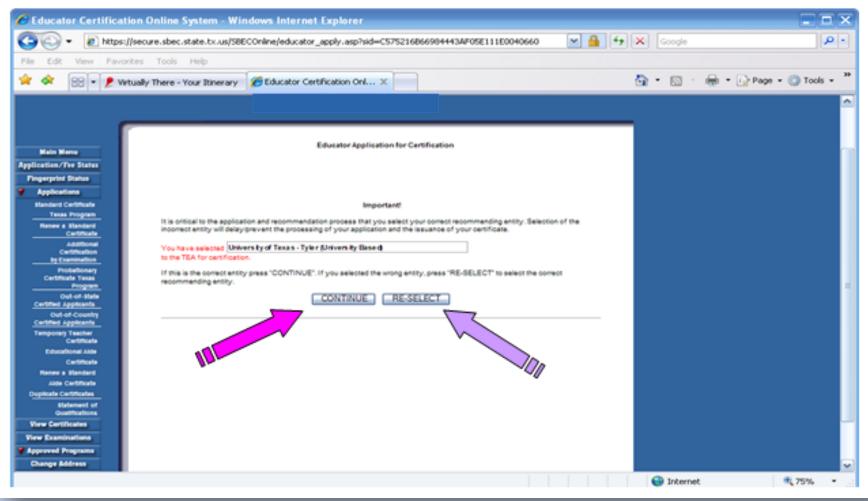


- Check the box explaining the virtual certificate.
- 14. Be sure to check your mailing address for accuracy; then, check the last box that verifies your mailing address.

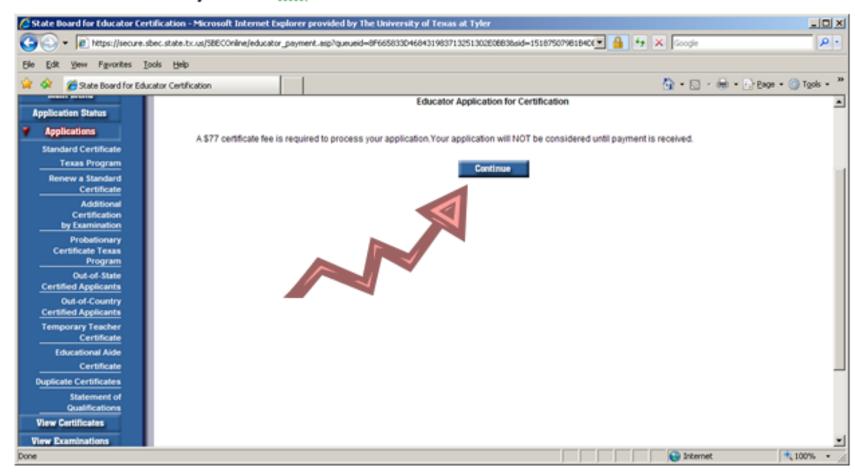
15. After choosing the correct UT Tyler choice, click on

Apply

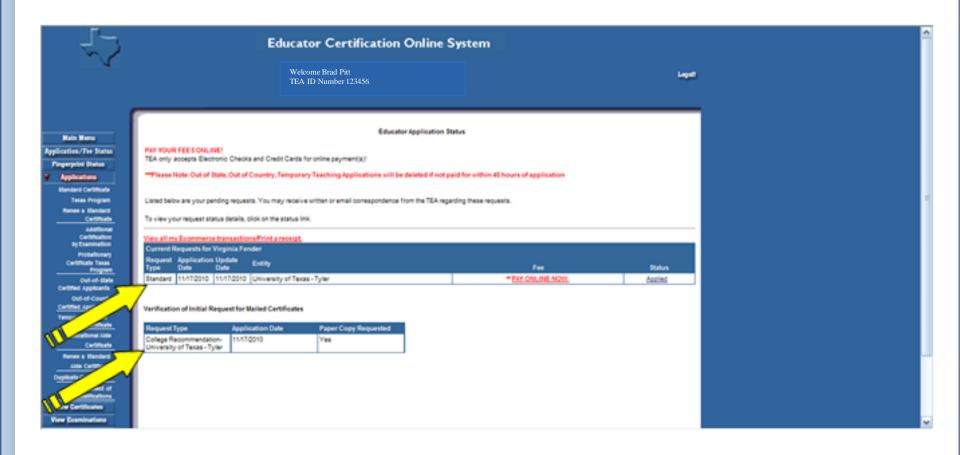
16. The resulting page is a confirmation of the correct entity. If you accidentally chose the wrong entity, click on re-select. If the choice was correct—University of Texas-Tyler (University Based)—you may click on CONTINUE.



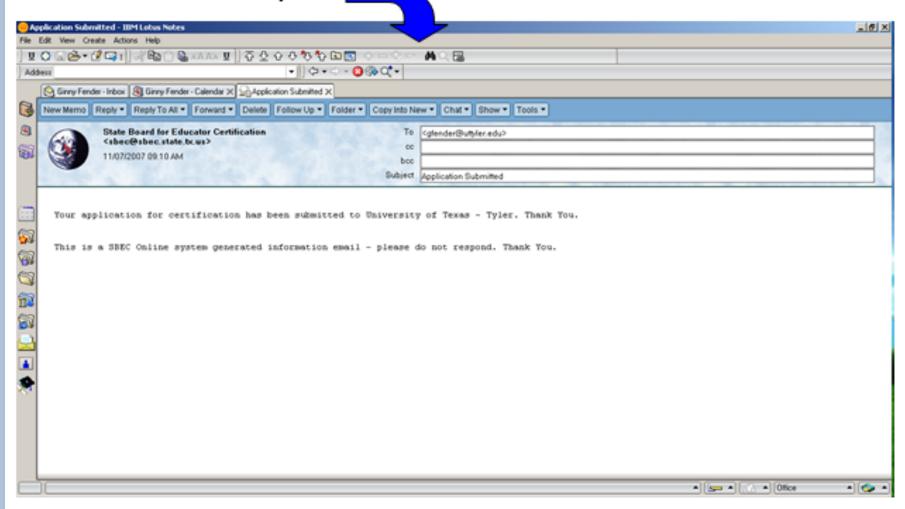
17. The following windows lead you to the payment for your certificate. Payment is made electronically. Click on Continue



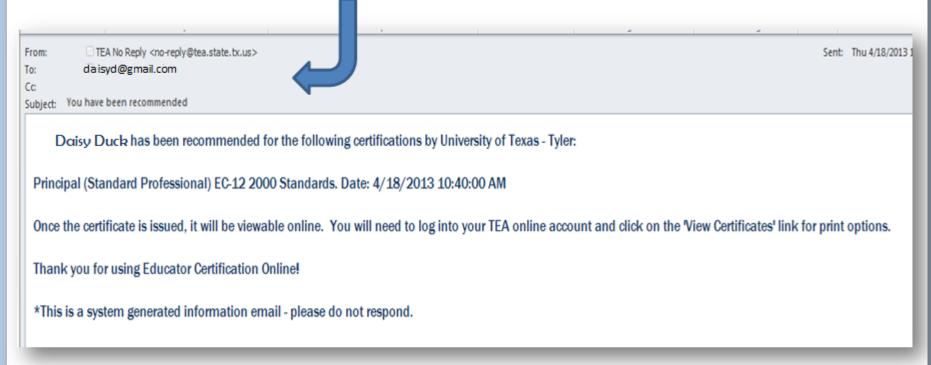
18. The next window allows you to check for accuracy.



 When your application is complete, you will receive an email confirming that it has been submitted to UT Tyler...

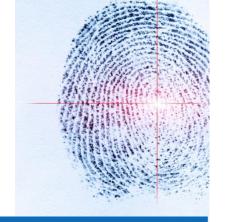


20. AT LAST.....when The University of Texas at Tyler makes the recommendation for your certification, you will receive an email from TEA...



21. You will be able to follow the progress of your certificate by logging in to your account. When the certificate is granted, it will be available for viewing on the Virtual Certificate site. All public schools have access to this information.

FINGERPRINTING



Fingerprinting for Texas Educators and School District Personnel



The primary function of the Division of Fingerprinting is to facilitate the process by which educators and non-educators submit their fingerprints. This information is required for the State Board for Educator Certification (SBEC) and Texas Education Agency (TEA) in order to comply with statutory criminal history requirements as specified in Texas Education Code (TEC), Chapter 22, Subchapter

Additional Certifications

Approved Educator Standards

Career and Technical Education (CTE)

Certificate Look Up

Certification Renewals

Certification Rules

Contact Educator Certification

Educator Testing

Fingerprinting

Contact Fingerprinting

http://tea.texas.gov/Texas_Educators/Certification/Fingerprinting/

Fingerprinting

http://tea.texas.gov/Texas Educators/Certification/Fingerprinting/

How do I get fingerprinted?

— If you are subject to fingerprinting, when you are paying for your certificate and fingerprinting, a screen comes up to make a selection of fingerprinting method. You will get an email with a FAST PASS that you use for making your appointment with MorphoTrust USA.

Fingerprinting

http://tea.texas.gov/index2.aspx?id=5844

Who has to get fingerprinted?

 All applicants for initial certification must be fingerprinted and undergo a national criminal background check by the FBI.



Fingerprinting FAQs

http://tea.texas.gov/Texas Educators/Certification/Fingerprinting/

Where do I get fingerprinted?

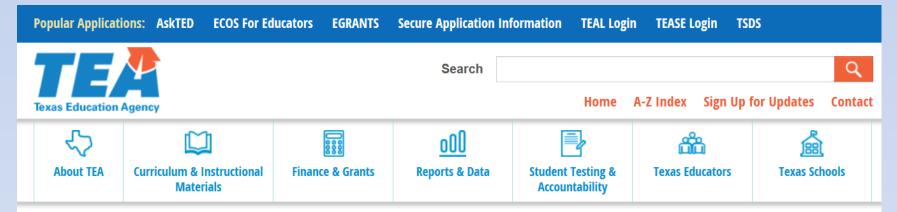
The DPS has contracted with <u>MorphoTrust</u> (formerly known as L-1 Identity) for digital fingerprinting, and all applicants are encouraged to use this company. The current fingerprinting fee can be found at the State's website: http://tea.texas.gov/index2.aspx?id=5844. There is also a fee paid to <u>MorphoTrust--\$9.95</u>.



 Locations may be found at http://www.l1enrollment.com/locations/?st=tx.

Fingerprinting FAQs

http://tea.texas.gov/index2.aspx?id=5844



Home / Texas Educators / Certification / Fingerprinting

Fingerprint Requirements for Certification Applicants

The State Board for Educator Certification (SBEC) requires all applicants to submit fingerprints for a national criminal history background check. This includes applicants for a:

- Standard certificate
- Probationary certificate
- Educational aide certificate
- One-year certificate
- · Temporary teaching certificate
- Permit

Fingerprinting Contact Fingerprinting Fingerprinting Requirements for Certification Applicants Fingerprinting Rules Information for School District Contractors School District or Charter School Certification of Compliance









Should I Be Fingerprinted <u>Again</u>?

- If an educator candidate has completed the digital process using a FAST Fingerprint Pass while seeking a position with a school district, then the candidate only need pay for the certification <u>application</u>, even though the TEA system *may indicate he/she still needs to complete the fingerprinting process*.
- The candidate will apply for certification, pay the application fee of \$77; then wait for the process to complete. The fingerprinting information should transfer to the educator's account if it was completed through L-1 (MorphoTrust USA,) in order to become employed by a school district.

In summation:

If a candidate is unsure if the fingerprint process has been completed, he/she may contact TEA at (512) 936-8400, Select Option*3 and ask a TEA attendant to look up the educator record using a personal ID number. The attendant can confirm if fingerprinting for TEA has been completed.

• *NOTE:*

If a student unnecessarily pays the fee for fingerprinting and needs to request a **refund** he/she may contact TEA at (512) 936-8400, Select Option*3 to *verify* that his/her completed fingerprints will transfer. Or the candidate may contact TEA at http://tea.texas.gov/Texas Educators/Certification/Fingerprinting/Contact Fingerprinting/. In the text box indicate that you paid for the fingerprinting in error and would like the appropriate amount to be refunded back to their payment card.

Remember...

Those who can, QO.

Those who can do more,