(TEAL) account is used to access the Educator Certification Online Sy2 (t)1.f*559.8gi0lick "Request New User

3. Complete the online form. Be sure to input your name exactly as it appears on your driver's li
state issued ID and select "Educator" as the Organization Type.
4. After you complete the form, click "Submit".
5. The system prompts you to create your password.

COMPLETE EDUCATOR PROFILE

1. After your account is set up and you are logged in, click the "View My Educator Certification Account"
link (above your TEA ID) to access the Educator Certification Online System.
2. Complete the mailing address section and click "Continue" at the bottom of the screen to save your
changes.

This information will also be transferred to the testing vendor's website and will update your testing profile
there. (Allow at least one hour for changes to be transferred.)

SUBMIT ONLINE APPLICATION FOR A REVIEW OF CREDENTIALS

If you are fully certified from another state, meaning completed a state-approved certification program and
been issued a standard level certificate by a state licensing agency, you may apply as an out-of-state certified
applicant to have your credentials reviewed. The review of credentials application is required to have out-of-
state documents reviewed for eligibility of a Texas certificate. Your credentials will not be reviewed without
the application and non-refundable fee of $164.00.

PAY $164.00 REVIEW OF CREDENTIALS APPLICATION FEE

Additional fees that are not included.

- One-Year Certificate $52.00 – to be applied for if needed for employment purposes. (optional)
- Standard Certificate $78.00 – to be applied for when eligible.
- Fingerprinting $40.25 – payment access will initiate when any type of certificate application is
submitted online.

STEP 2: SUBMIT REQUIRED DOCUMENTS

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OUT-OF-STATE APPLICATION CHECK LIST

VERIFICATION OF TESTS – REQUIRED FOR TEST EXEMPTION ELIGIBILITY

If you have completed three or more academic years of verifiable, wage-earning, full-time experience in the certificate area, test verification is not required.

If you have less than three years of full-time experience in your certificate area, verification of <u>subject matter tests</u> that were required for issuance of your certificate from outside the state is required to be considered for test exemption of Texas required exams. <u>If you were not required to take a subject matter test(s) for issuance</u> of your out

OUT-OF-STATE APPLICATION CHECK LIST

PAY $78.00 FEE

Your application will not be processed until the application fee is paid. After your application and fee are submitted online, please allow 5-7 business days to process your application. Once issued your certificate will be available online for viewing.

COMPLETE FINGERPRINTING

You are required to undergo a national criminal background check by submitting fingerprints for review. Yef*49. sub ewifale

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If you