



**How to apply for my
Standard
Texas Teaching Certificate**

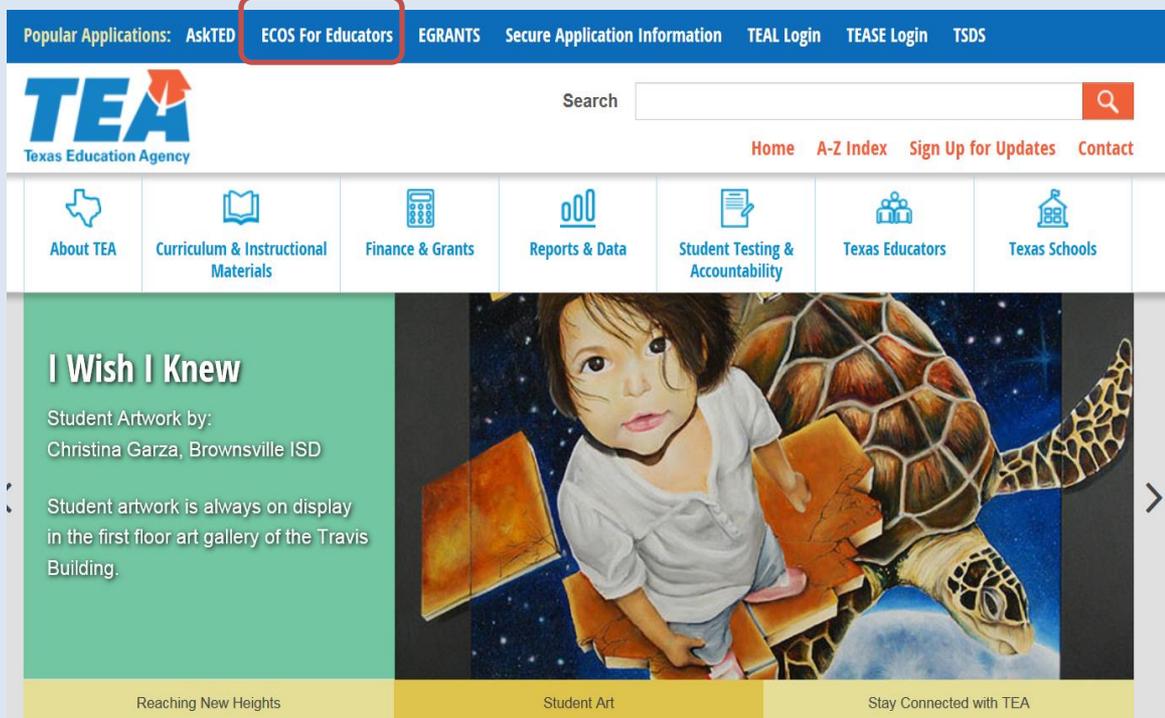
Log in

Here!

HOW DO I APPLY FOR MY CERTIFICATE?

www.tea.texas.gov

Open the TEA webpage and click on “**ECOS for Educators**” .

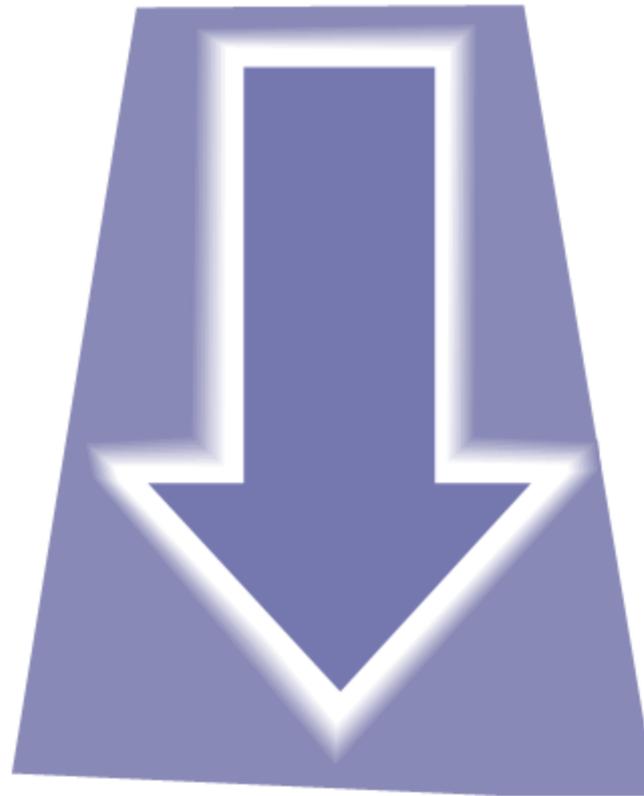


The screenshot shows the TEA website homepage. The navigation bar at the top includes links for Popular Applications: AskTED, **ECOS For Educators** (highlighted with a red box), EGRANTS, Secure Application Information, TEAL Login, TEASE Login, and TSDS. Below the navigation bar is the TEA logo and a search bar. A secondary navigation bar contains links for Home, A-Z Index, Sign Up for Updates, and Contact. The main content area features a grid of icons for various services: About TEA, Curriculum & Instructional Materials, Finance & Grants, Reports & Data, Student Testing & Accountability, Texas Educators, and Texas Schools. Below this grid is a large banner for 'I Wish I Knew' featuring student artwork by Christina Garza, Brownsville ISD. The banner includes text about the artwork being displayed in the Travis Building. At the bottom of the banner are three yellow buttons: 'Reaching New Heights', 'Student Art', and 'Stay Connected with TEA'.

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

After you have signed in to TEAL,

3. 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 review 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.





- Home
- Application/Tax Status
- Fingerprint Status
- Applications
- View Certificates
- View Examinations
- Approved Programs
- Change Address
- Change Password
- Feedback Survey

Educator Profile Setup

TEA ID: _____

*First Name:

Middle Name:

*Last Name:

Maiden Name:

Suffix:

*Gender:

*Date of Birth: Month Day Year

*Phone Number:

*Ethnicity:

*Driver License #:

*DL State:

If your name is incorrect, please email the TEA to submit a name change on your profile. The way your first, middle, and last name appear in your profile is how your certificate will read. **Your name must appear exactly as it appears on your valid state ID.**
 To submit a name change please email to the TEA the following:
 1. your SSN or TEA ID number
 2. your name as it is currently displayed in your profile
 3. the way you would like it to appear on your certificate
 To email us for this change [Click Here](#)

After you have received an email confirming that your name change is complete, then you can apply for an updated certificate with your name change.

Mailing:

United States and other US Territories Foreign Address

*Address:
Include your apartment, suite number OR PO Box, if applicable

*City:

*State:

*Zip Code: - (12345-1234)

Country: UNITED STATES

*Address:

*City or Locale:

Province Abbreviation: (if applicable)

*Postal Code:

*Country:

Billing: Check here if same as mailing

United States and other US Territories Foreign Address

*Address:
Include your apartment, suite number OR PO Box, if applicable

*City:

*State:

*Zip Code: - (12345-1234)

Country: UNITED STATES

*Address:

*City or Locale:

Province Abbreviation: (if applicable)

*Postal Code:

*Country:

Email is required. Please keep it current. We use email as the primary method to communicate with you. Status changes, reminders, and other important actions pertaining to your credentials will be communicated to you with this email.
 If you don't have an email sign-up for one of these FREE services, click on an icon below to open a window and sign up.

[Get Free Email](#) [Hot! Yahoo!](#) [Email](#) [Hot!](#)

*Email:

*Required Fields



4. Now click on.....

Continue



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

The screenshot shows the 'Educator Main Menu' page. On the left is a blue navigation sidebar with the following menu items: Main Menu, Application/TEE Status, Fingerprint Status, Applications (highlighted with a red heart icon), View Certificates, View Examinations, Approved Programs (highlighted with a red heart icon), Change Address, Change Password, and Satisfaction Survey. The main content area is titled 'Educator Main Menu' and contains the following text:

What's Available Online?

To apply for a certificate, click on "Applications" at the left and select the type of certificate you are applying for.

After you have successfully applied for the appropriate certificate or service, you can then pay online by clicking on the Application Fee Status button in the menu options on the left side of this screen and then click on "Pay Online Now" to begin the online payment process.

TEA accepts Electronic Checks and Credit Cards for payment



Current Applications and other capabilities online are:

- Pay for services online using Credit Cards or an Electronic Check
- Probationary Certification
- Standard Certification
- Renew a Standard Certification
- Additional Certification by Examination
- Temporary Certification
- Educational Aide Certification
- Duplicate Certificates
- Educators certified in another state or county may apply for a review of credentials
- Educators certified in another state or county may apply for a One-Year or Standard Certificate following a review of credentials
- View your Texas Examinations (Scores now available including TExES & TExMaT)
- View your Texas Certifications
- View Approved programs by College, University, or Alternative Certification Program (Which certificates does a program offer?)
- View Approved programs by Certificate Area (Which programs offer Math Certification?)

Use the menus on the left to begin. You must maintain current demographic profile information (such as name, mailing address and email). This information will be used to issue certificate(s) and communicate with you regarding the status of your certificates or applications.

6. In the menu on the left, click on **Applications**; then click on **Standard Certificate Texas Program**.

Educator Certification Online System

Welcome Brad Pitt
TEA ID Number 123456

Logout

Main Menu

- Application/Tea States
- Fingerprint Status
- Applications**
- Standard Certificate
 - Texas Program**
 - Renew a Standard Certificate
- Additional Certification by Examination
 - Probationary Certificate Texas Program
 - Out-of-State Certified Applicants
 - Out-of-Country Certified Applicants
- Temporary Teacher Certificate
- Educational Aide Certificate
- Renew a Standard Aide Certificate

Educator Main Menu

To Apply you must:

All applicants who completed an approved Texas educator preparation program (either alternative or university-based) should apply

- Pay a \$77 certification fee
- 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](#)

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

Apply for Certification

Educator Certification Online System

Welcome Brad Pitt
TEA ID Number 123456

Logoff

Main Menu

- Application/Tee Status
- Fingerprint Status
- Applications**
- Standard Certificate
 - Texas Program
 - Renew a Standard Certificate
- Additional Certification by Examination
 - Probationary Certificate Texas Program
 - Out-of-State Certified Applicants
 - Out-of-Country Certified Applicants
- Temporary Teacher Certificate
- Educational Aide Certificate
- Renew a Standard Aide Certificate

Educator Main Menu

To Apply you must:

All educators who have completed an approved Texas educator preparation program (either alternative or university-based) should apply here.

- Pay a \$77 certification fee
- 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

8. Here you will find the “affidavit” that you must review and “sign” by checking the **YES** box.

Educator Application for Certification

Applicant's Affidavit:

I, Brad Pitt, 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 understand that this affidavit shall have the same force as the original. I have reviewed this application and I affirm that all of the information 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 had a teaching certificate revoked, denied, suspended or subject to any sanctions in Texas or any other state?

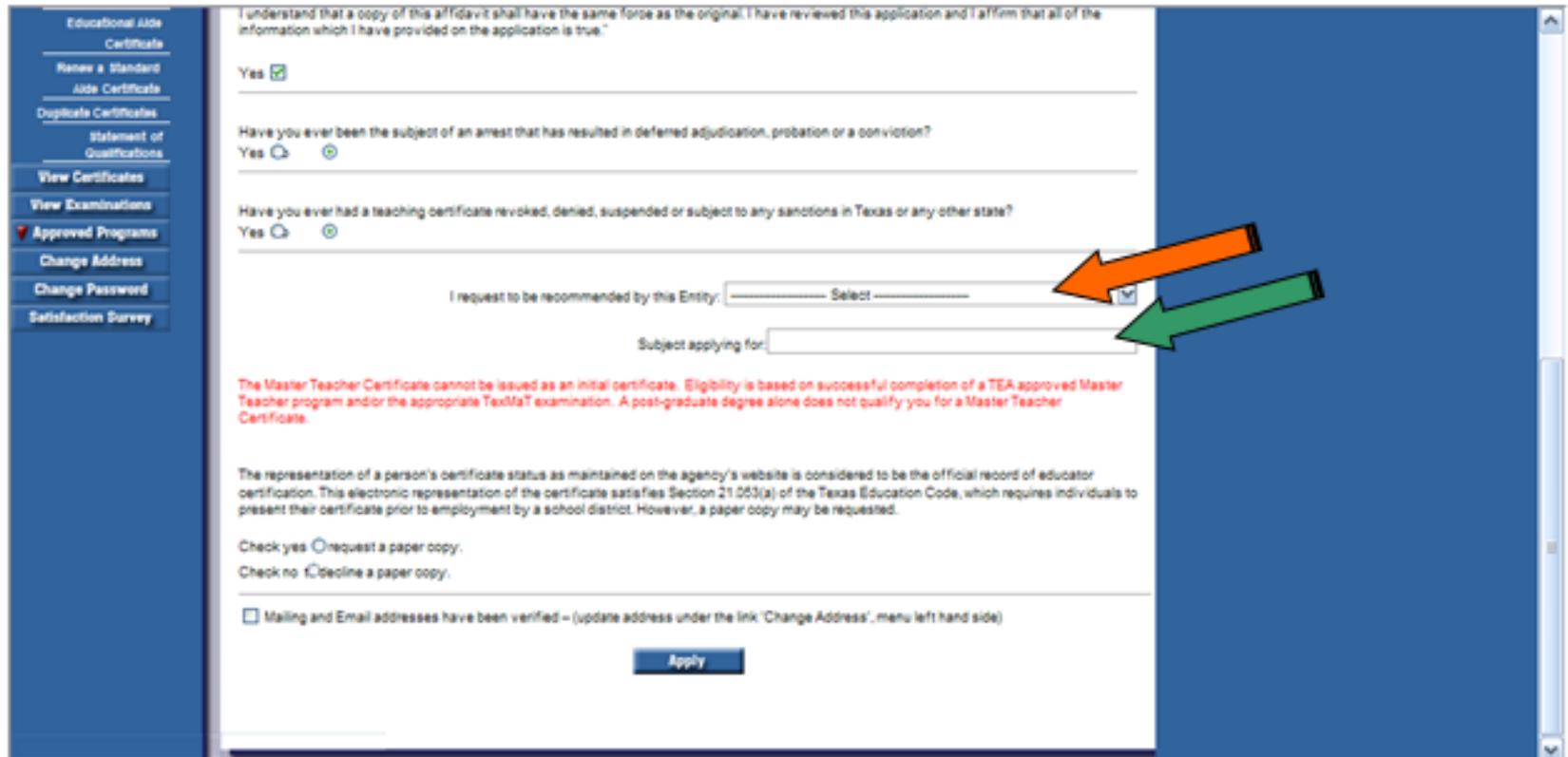
Yes No

9. At the bottom of the page, there are two questions that must be answered accurately.

- Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction? ____YES ____NO
- Have you ever had a teaching certificate revoked, denied, suspended or subject to any sanctions in Texas or any other state? ____YES ____NO

10. Then click on the **dropdown box** at the bottom right...and select The University of Texas at Tyler.

11. Enter (type in) the **content area of your certificate**, e.g., History 8-12; EC-6; Math 4-8; Art EC-12.



The screenshot shows a web application interface with a blue sidebar on the left containing navigation links: Educational Aide Certificate, Renew a Standard Aide Certificate, Duplicate Certificates, Statement of Qualifications, View Certificates, View Examinations, Approved Programs, Change Address, Change Password, and Satisfaction Survey. The main content area contains an affidavit statement: "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." Below this are three questions with radio button options: "Yes" (selected), "No", and "Other". The questions are: "Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction?" and "Have you ever had a teaching certificate revoked, denied, suspended or subject to any sanctions in Texas or any other state?". The third question is "I request to be recommended by this Entity:" followed by a dropdown menu with a "Select" label and a "Yes" radio button. An orange arrow points to this dropdown menu. Below it is a text input field labeled "Subject applying for:" with a green arrow pointing to it. A red warning message states: "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 TaxMaT examination. A post-graduate degree alone does not qualify you for a Master Teacher Certificate." Below this is a section for requesting a paper copy: "Check yes [] request a paper copy. Check no [x] decline a paper copy." At the bottom, there is a checkbox for "Mailing and Email addresses have been verified - (update address under the link 'Change Address', menu left hand side)" and an "Apply" button.

See next slide for **dropdown box**

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

State Board for Educator Certification - Microsoft Internet Explorer provided by The University of Texas at Tyler

https://secure.sbec.state.tx.us/SBECOnline/educator_apply.asp?sid=15187507961B400FACB7679D63F7838B

File Edit View Favorites Tools Help

State Board for Educator Certification

Duplicate Certificates
Statement of Qualifications
View Certificates
View Examinations
Approved Programs
Change Address
Change Password
Satisfaction Survey

I understand that a copy of this affidavit shall have the same force as the original. I have reviewed this a 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 co
Yes No

Have you ever had a teaching certificate revoked, denied, suspended or subject to any sanctions in Tex
Yes No

I request to be recommended by this Entity:

Subject applying for:

- University of North Texas (Alternative)
- University of North Texas (Master Teacher)
- University of St Thomas (University Based)
- University of St Thomas (Master Teacher)
- University of Texas - Arlington (University Based)
- University of Texas - Arlington (Master Teacher)
- University of Texas - Austin (University Based)
- University of Texas - Austin (Master Teacher)
- University of Texas - Brownsville (University Based)
- University of Texas - Brownsville (Alternative)
- University of Texas - Brownsville (Master Teacher)
- University of Texas - Dallas (University Based)
- University of Texas - El Paso (University Based)
- University of Texas - El Paso (Alternative)
- University of Texas - El Paso (Master Teacher)
- University of Texas - Pan American (University Based)
- University of Texas - Pan American (Alternative)
- University of Texas - Pan American (Master Teacher)
- University of Texas - Permian Basin (University Based)
- University of Texas - Permian Basin (Master Teacher)
- University of Texas - San Antonio (University Based)
- University of Texas - San Antonio (Master Teacher)
- University of Texas - Tyler (University Based)
- University of Texas - Tyler (Alternative)
- University of Texas - Tyler (Master Teacher)
- University of the Incarnate Word (University Based)
- Wayland Baptist University (University Based)
- Weatherford College (Alternative)

The Master Teacher Certificate cannot be issued as an initial certificate. Eligibility is based on successful completion of an SBEC approved Master Teacher program and/or the appropriate TextMAT examination. A post-graduate degree alone does not qualify you for a Master Teacher Certificate.

Apply

Done Internet 100%

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

https://ecos.education.texas.gov/.../app/.../21893270C744420E4A2079C211F50

File Edit View Favorites Tools Help

Ask a Question E-mail

Free Hotmail Web Site Gallery

Educator Certification Online System

- Out-of-Country Certified Applicants
- Temporary Teacher Certificate
- Educational Aide Certificate
- Renew a Standard Aide Certificate
- Duplicate Certificates
- Statement of Qualifications
- View Certificates**
- View Examinations
- Approved Programs
- Change Address
- Change Password
- Satisfaction Survey

I have read, understand and agree to adhere to the [educator's Code of Ethics](#).

I understand that a copy of this affidavit shall have the same force as the original. I have reviewed this application and the information provided is true.

Yes

Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation, or a conviction for a crime involving moral turpitude?

Yes No

Have you ever had a teaching certificate revoked, denied, suspended or subject to any sanctions?

Yes No

I request to be recommended by this Entity:

Subject applying for:

- University of Houston (Post-Baccalaureate)
- University of Houston-Clear Lake (Post-Baccalaureate)
- University of Houston-Downtown (Post-Baccalaureate)
- University of Houston-Victoria (Post-Baccalaureate)
- University of Houston-Victoria (Alternative Program)
- University of Mary Hardin-Baylor (Post-Baccalaureate)
- University of North Texas (Post-Baccalaureate)
- University of North Texas (Alternative Program)
- University of Phoenix (@ San Antonio) (Post-Baccalaureate)
- University of St Thomas (Post-Baccalaureate)
- University of Texas - Arlington (Post-Baccalaureate)
- University of Texas - Austin (Post-Baccalaureate)
- University of Texas - Brownsville (Post-Baccalaureate)
- University of Texas - Brownsville (Alternative Program)
- University of Texas - Dallas (Post-Baccalaureate)
- University of Texas - El Paso (Post-Baccalaureate)
- University of Texas - El Paso (Alternative Program)
- University of Texas - Pan American (Post-Baccalaureate)
- University of Texas - Pan American (Alternative Program)
- University of Texas - Permian Basin (Post-Baccalaureate)
- University of Texas - San Antonio (Post-Baccalaureate)
- University of Texas - Tyler (Post-Baccalaureate)**
- University of Texas - Tyler (Alternative Program)
- University of the Incarnate Word (Post-Baccalaureate)
- Wayland Baptist University (Post-Baccalaureate)
- Weatherford College (Alternative Program)
- Web-Centric Alternative Cert Program (Alternative Program)
- West Texas A&M University (Post-Baccalaureate)
- West Texas A&M University (Alternative Program)
- Western Governors University (Alternative Program)

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. TEA no longer mails paper certificates. A printer-friendly frameable version will be available to the educator once the certificate is posted online. 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

Done

Internet 100%

13. 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**.

The screenshot shows a web browser window titled "Educator Certification Online System - Windows Internet Explorer". The address bar displays the URL: https://secure.sbec.state.tx.us/SBECOnline/educator_apply.asp?sid=C575216866984434F05E111E0040660. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a search engine (Google) and a home button. The browser's toolbar includes a star icon, a green checkmark, a magnifying glass, and a "Page" button. The browser's status bar at the bottom shows "Internet" and "75%".

The main content area is titled "Educator Application for Certification". It features a "Main Menu" on the left side with the following items: Application/Te Status, Fingerprint Status, Applications (selected), Standard Certificate, Texas Program, Renew a Standard Certificate, Additional Certification by Examination, Probationary Certificate Texas Program, Out-of-State Certified Applicants, Out-of-Country Certified Applicants, Temporary Teacher Certificate, Educational Aide Certificate, Renew a Standard Aide Certificate, Duplicate Certificates, Statement of Qualifications, View Certificates, View Examinations, Approved Programs, and Change Address.

The central message area is titled "Important!" and contains the following text:

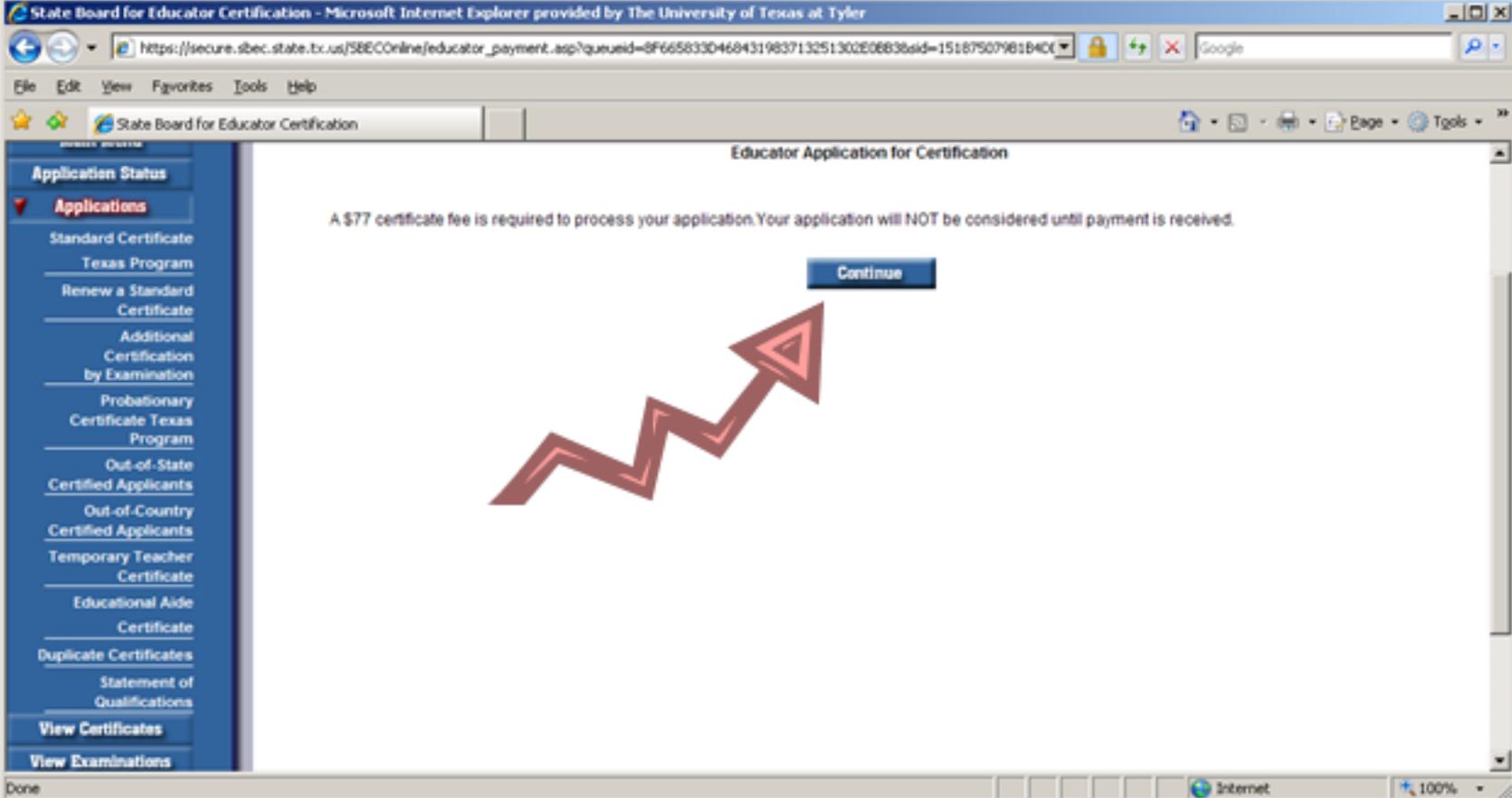
It is critical to the application and recommendation process that you select your correct recommending entity. Selection of the incorrect entity will delay/prevent the processing of your application and the issuance of your certificate.

You have selected to the TEA for certification.

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

Below the text are two buttons: "CONTINUE" and "RE-SELECT". A pink arrow points to the "CONTINUE" button, and a purple arrow points to the "RE-SELECT" button.

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



The screenshot shows a Microsoft Internet Explorer browser window. The address bar displays the URL: https://secure.sbec.state.tx.us/SBECOnline/educator_payment.asp?queueid=8F665833D468431983713251302E08836&id=15187507981B4C. The browser title is "State Board for Educator Certification - Microsoft Internet Explorer provided by The University of Texas at Tyler".

The page content is titled "Educator Application for Certification". A message states: "A \$77 certificate fee is required to process your application. Your application will NOT be considered until payment is received." Below this message is a blue "Continue" button. A large, stylized red arrow with a white outline points from the bottom left towards the "Continue" button.

The left sidebar contains a navigation menu with the following items:

- Application Status
- Applications**
- Standard Certificate
- Texas Program
- Renew a Standard Certificate
- Additional Certification by Examination
- Probationary Certificate Texas Program
- Out-of-State Certified Applicants
- Out-of-Country Certified Applicants
- Temporary Teacher Certificate
- Educational Aide Certificate
- Duplicate Certificates
- Statement of Qualifications
- View Certificates
- View Examinations

The status bar at the bottom shows "Done" on the left and "Internet" and "100%" on the right.

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

The screenshot displays the 'Educator Certification Online System' interface. At the top, a blue header contains the system name and a user welcome message: 'Welcome Brad Pitt TEA ID Number 123456'. A 'Logout' link is visible in the top right corner. On the left, a vertical navigation menu lists various options, with 'Applications' highlighted. Two yellow arrows point from the 'Applications' menu to the main content area.

The main content area is titled 'Educator Application Status' and includes the following information:

- PAY YOUR FEES ONLINE!**
TEA only accepts Electronic Checks and Credit Cards for online payment(s)!
Please Note: Out of State, Out of Country, Temporary Teaching Applications will be deleted if not paid for within 48 hours of application
- Listed below are your pending requests. You may receive written or email correspondence from the TEA regarding these requests.
- To view your request status details, click on the status link.
- [View all my Ecommerce transactions & print a receipt.](#)
- Current Requests for Virginia Fender**

Request Type	Application Date	Update Date	Entity	Fee	Status
Standard	11/17/2010	11/17/2010	University of Texas - Tyler	PAY ONLINE NOW!	Applied

Below this table is a section for 'Verification of Initial Request for Mailed Certificates':

Request Type	Application Date	Paper Copy Requested
College Recommendation - University of Texas - Tyler	11/17/2010	Yes

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



The screenshot shows an IBM Lotus Notes application window titled "Application Submitted - IBM Lotus Notes". The interface includes a menu bar (File, Edit, View, Create, Actions, Help), a toolbar with various icons, and an address bar. The email header is displayed as follows:

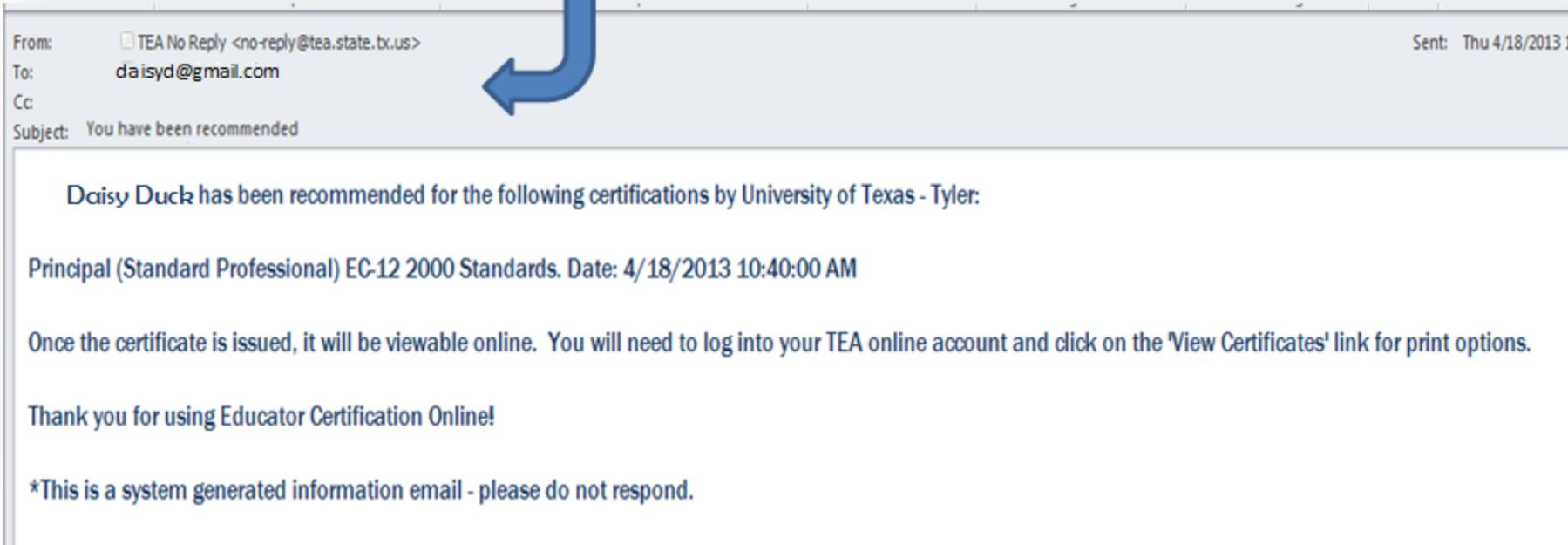
 State Board for Educator Certification <sbec@sbec.state.tx.us> 11/07/2007 09:10 AM	To: <gfender@uttyler.edu> cc: bcc: Subject: Application Submitted
---	--

The body of the email contains the following text:

Your application for certification has been submitted to University of Texas - Tyler. Thank You.

This is a SBEC Online system generated information email - please do not respond. Thank You.

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/](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/](http://tea.texas.gov/Texas_Educators/Certification/Fingerprinting/)

- **Where do I get fingerprinted?**

- The DPS has contracted with **MorphoTrust** (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 **MorphoTrust**--\$9.95.



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



Fingerprinting FAQs

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

Popular Applications: [AskTED](#) [ECOS For Educators](#) [EGRANTS](#) [Secure Application Information](#) [TEAL Login](#) [TEASE Login](#) [TSDS](#)



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[Finance & Grants](#)



[Reports & Data](#)



[Student Testing & Accountability](#)



[Texas Educators](#)



[Texas Schools](#)

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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 Again?

- 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 application, 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*, do.

Those who can do *more*,

TEACH