

Certification Online Application Process

for Teacher, Master Teacher, School Librarian, School Counselor, Principal, etc.

Certification candidates must be in the final month of completing all program requirements BEFORE applying online for the standard certificate. Requirements may include:

- State Assessments passed
- Degrees conferred
- Teacher Service Record faxed to SOE Certification, 281-226-7544 (for professional certificates)
- Grades posted
- Off-campus transcripts turned in



Steps to Applying Online for Certification:

1. Apply online through <http://tea.texas.gov/>. This is the Texas Education Agency website. Apply at the end of your program. If you apply too early, your application will be rejected online and an e-mail will be sent to you explaining why. Then you will have to reapply later.

2. Click on “**TEAL Log-in**”, and follow the online instructions to set up a new “TEAL” (TEA Log-in) account to access the Educator Certification Online System (ECOS). You will only have to do this one time.

3. **Update your “Educator Profile” personal information.** Double-check your E-mail address. This is how UHCL and TEA will communicate with you! Click on “Continue”. **(Please also make sure that TEA [teaonline@tea.texas.gov] is on your approved e-mail list, to avoid missing critical TEA e-mails that might otherwise go into your spam folder. Contact your internet service provider if you need assistance in doing this.)**

4. Click on the following (using the blue bars on the left side of the screen):

- “**Applications**” then, from the drop-down menu, click on:
- “**Standard Certificate Texas Program**” on the drop-down menu. Read through the white screen, and click on the blue bar at the bottom:
- “**Apply for Certification**”, and complete the application following the prompts on screen.
- For “**ENTITY**” select “**University of Houston-Clear Lake-University Based.**” DO NOT select “Alternative Certification”). Note: “Master Teacher” is for the MRT, MMT and MTT certificates only.
- For “**Subject Applying For**” type in the subject area in which you are seeking certification, (i.e., 8-12 Social Studies, EC-4 Generalist, School Counselor, Principal, etc. Be specific.). Click “Apply” and “Continue”.

5. **Pay \$75 online** at “Educator Application Status” - Fee must be paid online to TEA (see options online) **within 48 hours**. If you have never before held a TEA certificate, an additional **\$37.75** fee must be paid online to TEA for conducting a federal background check using your fingerprints. You may be fingerprinted/photographed by the vendor, Identogo USA,” (**\$10**), call them at 1-888-467-2080; or sign up for fingerprinting online at their website: <http://www.identogo.com/>. They submit the digital fingerprints to TEA as long as you printed out a FastPass online at the TEA website before your appointment.

Within a few days, UHCL’s Certification Officer audits your records, determines your certificate eligibility and then, if eligible, recommends you for the certificate online directly with TEA. If any documentation at UHCL is missing, the UHCL Certification Office will contact you via email. If you receive an email stating that your UHCL file is missing certain documentation, (i.e., a passing TExES score), your file cannot be processed. If you have any questions, please call the UHCL Certification Office at 281-283-3618.

If your UHCL file is complete and all criteria have been met for UHCL, you receive an email confirmation upon recommendation. However, the certificate is not fully processed until TEA has received and processed your payment(s) and successfully completed a criminal background check. This may take several weeks. Keep checking the status of your application at their website.

Once your payment has been processed by TEA, the university has recommended you for the certificate, the criminal background check has been successfully completed, and TEA certifies you, TEA will email you and display your certificate on their website. You can access your certificate by going to <http://tea.texas.gov/> and clicking on “Educators”, “Certification”, then “Certificate Lookup”. This is a public access website where school district personnel may view proof of Texas educator certificates online.

If you have problems: Call TEA at **1-512-936-8400**, or click on “Contact Us” after logging into the main TEA website.