

# Certification Online Application Process

for Teacher, Principal, Reading Specialist, School Counselor, School Librarian, Principal & Superintendent

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 and posted
- Teacher Service Record faxed to COE Certification, 281-226-7544 (for advanced certificates)
- Grades posted in E-Services
- 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 update your “TEAL” (TEA Log-in) account to access the Educator Certification Online System (ECOS).

3. **Update your “Educator Profile Setup”** 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](mailto: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.

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.
- Per TEA, when selecting “**ENTITY**” choose the one that most closely matches your program:

If you completed Clinical Teaching (Intern II) as an undergraduate, select “**University of Houston-Clear Lake-University Based.**”

If you completed Clinical Teaching (Intern II) as a postbac student, select “**University of Houston-Clear Lake-Alternative.**”

If you completed our ACP Internship then select “**University of Houston-Clear Lake-Alternative.**”

If an Advanced Certificate along with a degree, select “**University of Houston-Clear Lake-University Based.**”

If an Advanced Certificate as Cert Only, select “**University of Houston-Clear Lake-Alternative.**”

5. **Pay \$78 online** at “Educator Application Status.” Fee must be paid online to TEA within 48 hours.

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 “ECOS for Educators”, 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” after logging into the main TEA website.