

APPLYING FOR YOUR STANDARD CERTIFICATE

Certificate recommendations require the following:

- All program coursework completed
- All grades posted
- Degree conferred by the Registrar's office on final transcript (may take up to 6-8 weeks AFTER graduation)
- Clinical teaching completed
- Certification tests passed (Content and PPR)
- An online application submitted to TEA <https://pryor.tea.state.tx.us/> (see Step-by-Step Guide on the next page)
- Payment to TEA for the certificate

Earliest dates to apply for certificates each semester (Do NOT apply until your TExES testing is completed):

- December graduates may begin applying November 1
- May graduates may begin applying April 1
- August graduates may begin applying July 1

Additional Information:

- TEA will NOT mail you a hard copy of your certificate. You can view your certificate on the TEA website.
- SFA will only recommend you for certification in the content area that we prepared you for.

Recommendation cannot be made by SFA until degrees have been conferred by the Registrar's office, which can take up to 6-8 weeks AFTER graduation.

Students will be notified by TEA that they have been recommended by SFA.

The Office of Assessment and Accountability would like to thank you in advance for your patience and understanding

*****IMPORTANT*****

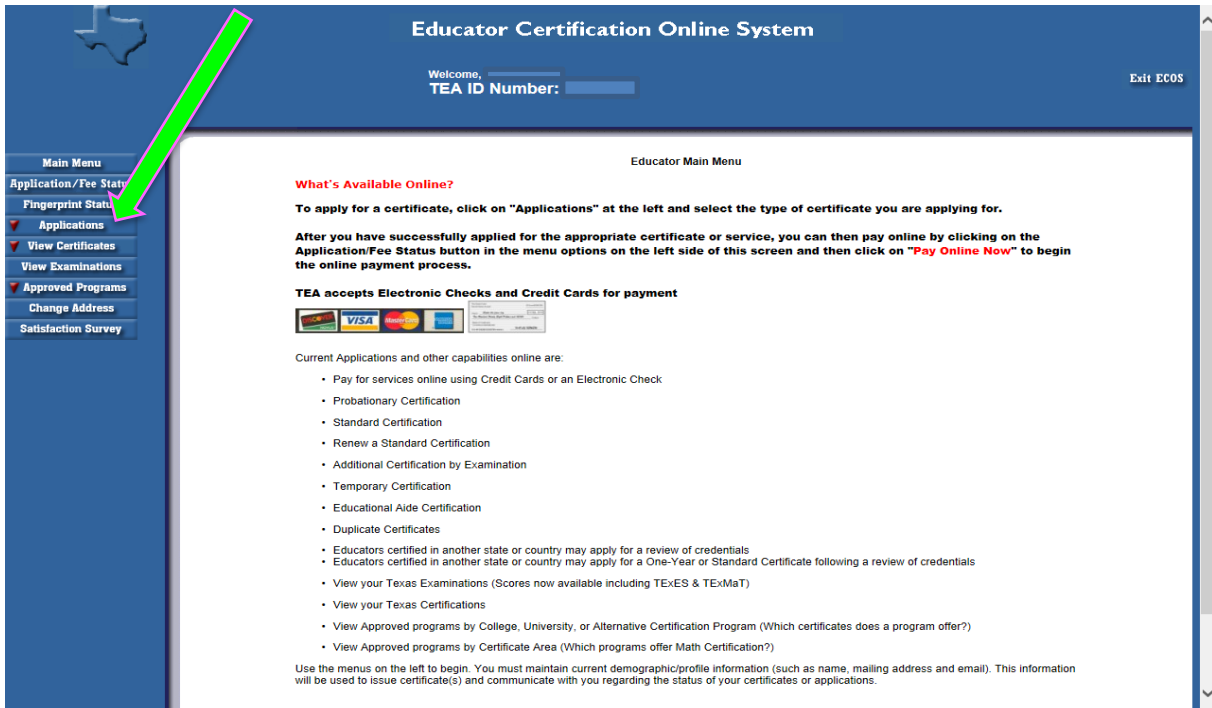
For employment seeking purposes prior to recommendation, email edcert@sfasu.edu and request a:

Statement of Eligibility Letter

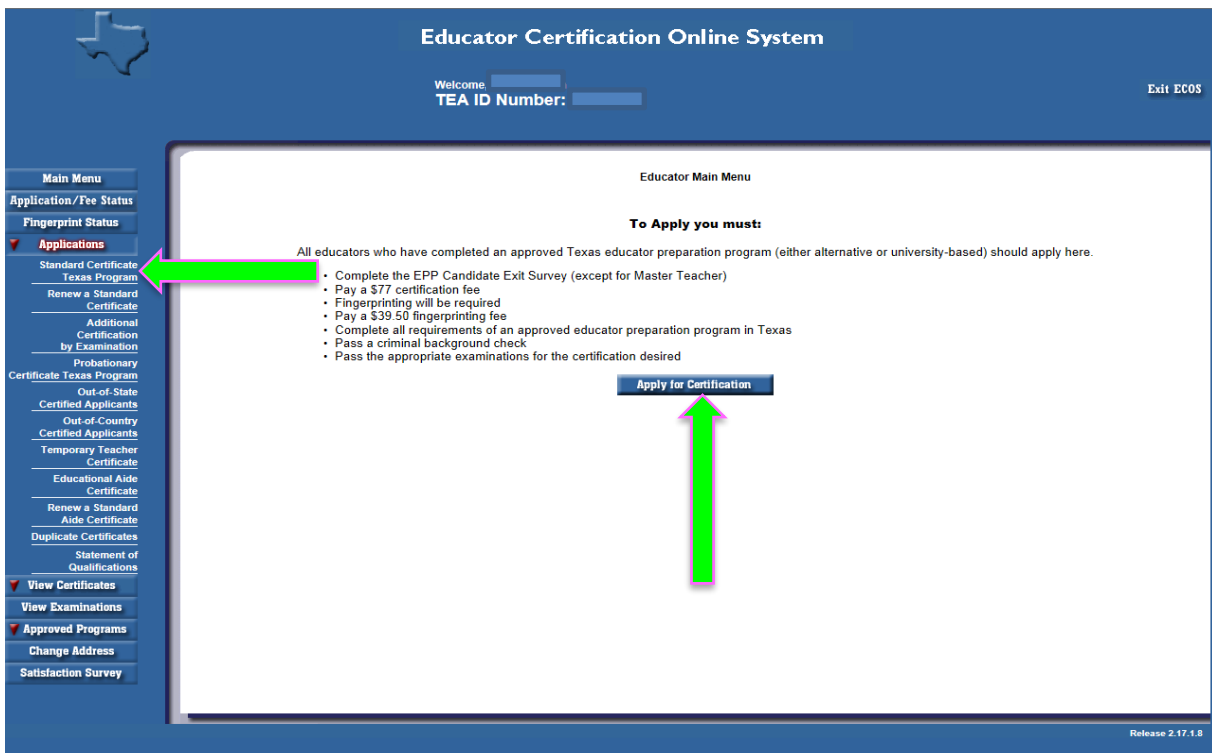
Include your full name (including maiden name) and SFA ID in your email. In order to receive the letter, you must be enrolled in your clinical experience coursework, passed both your content and PPR exams, and applied for certification through TEA. Once these requirements have been met, I will respond with a signed letter on SFA letterhead that you can include in your professional portfolio until your standard certificate is posted.

Step by Step Instructions When Applying for Your Certificate

1. Once you log into your TEAL account, click **Applications** in the menu on the left side of the screen



2. Click **Standard Certificate Texas Program** from the menu on the left side of the screen, then **Apply for Certification** in the center of the screen.



3. Read the Applicant's Affidavit and **select your answers** for the three questions:

Educator Application for Certification

Applicant's Affidavit:

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

I have read, understand and agree to comply with the [standard certificate renewal requirements](#).

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."

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

I request to be recommended by this Entity:

Subject applying for:

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 TexMaT examination. A post-graduate degree alone does not qualify you for a Master Teacher Certificate.

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

4. On the same screen, select **Stephen F. Austin State University (University Based)** from the dropdown menu.

*****EVEN IF YOU HAVE A MASTER'S DEGREE, DO NOT SELECT MASTER TEACHER*****

Application/Fee 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

Duplicate Certificates

Statement of Qualifications

View Certificates

View Examinations

Approved Programs

Change Address

Satisfaction Survey

Applicant's Affidavit:

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Email and mailing addresses have been verified - (to update addresses, click on the link "Change Address," menu left-hand side)

Apply

- Schreiner University (University Based)
- South Texas College (Alternative)
- South Texas Transition to Teaching ACP (Alternative)
- Southern Methodist University (Master Teacher)
- Southern Methodist University (University Based)
- Southwestern Adventist University (Alternative)
- Southwestern Adventist University (University Based)
- Southwestern Assemblies of God Univ (University Based)
- Southwestern University (University Based)
- St Edward's University (University Based)
- St Mary's University (Master Teacher)
- St Mary's University (University Based)
- Stephen F. Austin State University (Master Teacher)
- Stephen F. Austin State University (University Based)**
- Sul Ross State University - Alpine (Master Teacher)
- Sul Ross State University - Alpine (University Based)
- Sul Ross State University - Rio Grande (University Based)
- Tarleton State University (Alternative)
- Tarleton State University (Master Teacher)
- Tarleton State University (University Based)
- TeacherBuilder.com (Alternative)
- Teachers for the 21st Century (Alternative)
- Texas A&M International University (Alternative)
- Texas A&M International University (Master Teacher)
- Texas A&M International University (University Based)
- Texas A&M University (Alternative)
- Texas A&M University (Master Teacher)
- Texas A&M University (University Based)
- Texas A&M University - Central Texas (Alternative)
- Texas A&M University - Central Texas (University Based)

MAKE SURE YOU DID NOT SELECT MASTER TEACHER!

5. Once you click Apply, this screen will appear. Verify that you have selected **Stephen F. Austin State University (University Based)** and click **CONTINUE**

Educator Certification Online System

Welcome, [redacted]
TEA ID Number: [redacted] Exit ECOS

Educator Application for Certification

Important!

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 as the entity that will recommend you to the TEA for certification.

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

Release 2.17.1.8

6. You will be required to complete the Candidate Exit Survey. Click **Next** to begin.

Educator Certification Online System

Welcome, [redacted]
TEA ID Number: [redacted] Exit ECOS

Educator Preparation Program Candidate Exit Survey

Section I: Introduction

Educators:

As a result of the 81st legislative session and the issuance of Senate Bill 174, the Texas Education Agency is required to collect data through the distribution of a survey to all individuals who have completed an educator preparation program. The purpose of this survey, initiated by the Texas Education Agency, is to evaluate the effectiveness of educator preparation programs, in accordance with the requirements of Senate Bill 174. We are interested in learning about the level of preparation you received from your educator preparation program upon completion. This information will be used to promote the preparation of effective teachers and, ultimately, Texas students.

Please provide feedback regarding how well you were prepared by your educator preparation programs to be successful in the classroom.

Most of the questions are Likert-type, and the survey should only take 15 minutes to complete. Information from the survey will be provided to TEA in aggregate; no individual names will be connected with the information provided to us.

Definitions to some survey question text can be displayed by hovering your mouse over the word.

If you have any questions about the purpose of this survey, you may email:

Manager, Educator Preparation
Texas Education Agency
edstandards@tea.state.tx.us

If you have any problems accessing or submitting this survey, please email:
edstandards@tea.state.tx.us

PLEASE PRINT THIS PAGE FOR FUTURE REFERENCE

Release 2.17.1.8

- Once you complete the entire Candidate Exit Survey, this screen will appear. Please note that it also informs you that a certificate fee is required to process your application. Click **Continue**.

Educator Certification Online System

Welcome, [redacted]
TEA ID Number: [redacted] Exit ECOS

Educator Application for Certification

***Your certificate application and EPP Candidate Exit Survey have been successfully submitted.

A \$77 certificate fee is required to process your application. Your application will NOT be considered until payment is received. Our records indicate that you are required to be fingerprinted.

For SBEC to begin processing your fingerprint, we need to receive the following:

- Application Certification - Online Application for Certification
- \$39.50 Fingerprinting Fee

Continue

Release 2.17.1.8

- Click **PAY ONLINE NOW** in order to pay for your certificate. TEA will not process your certification until it has been paid.

Educator Certification Online System

Welcome, [redacted]
TEA ID Number: [redacted] Exit ECOS

Educator Application Status

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.

Current Requests for [redacted]

Request Type	Application Date	Update Date	Entity	Fee	Status
Standard	6/17/2014	6/17/2014	Stephen F Austin State University	** PAY ONLINE NOW.	Applied

View all my Ecommerce transactions/Print a receipt.

Release 2.17.1.8

9. Once you have submitted your payments and the SFA Certification Officer verifies that you have successfully completed all requirements, SFA will recommend you for certification. It will change from Applied to Recommended in the Status Box. After SFA has recommended you, it will take TEA two or three days to process and post your certificate. **TEA will not mail you a certificate; you can only view them online.**

The screenshot displays the 'Educator Certification Online System' interface. At the top, it says 'Welcome, [redacted] TEA ID Number: [redacted]' and 'Exit ECOS'. The main content area is titled 'Educator Application Status' and includes a red warning: 'PAY YOUR FEES ONLINE! TEA only accepts Electronic Checks and Credit Cards for online payment(s)'. Below this is a table of 'Current Requests for [redacted]'. The table has columns for Request Type, Application Date, Update Date, Entity, Fee, and Status. One row is visible with a status of 'Applied'. A pink box with a green arrow points to the 'Applied' status, with the text 'Status will change to Recommended'. A sidebar on the left contains a 'Main Menu' with various options like 'Application/Fee Status', 'Fingerprint Status', and 'Applications'. The bottom right corner shows 'Release 2.17.1.8'.

Request Type	Application Date	Update Date	Entity	Fee	Status
Standard	6/17/2014	6/17/2014	Stephen F Austin State University	** PAY ONLINE NOW	Applied