CERTIFICATION PROCESS & REQUIREMENTS

Reading Specialist

Certificate recommendations require the following:

- Master’s degree completed
  - Send a copy of your Master’s degree transcript (if you earned it through somewhere other than SFA) to edcert@sfasu.edu. The Certification Officer has to report when and where you earned your Master’s degree, and an unofficial transcript with your degree posted will suffice.
- Two years of teaching in public or accredited private school
  - Send a copy of your official Teacher Service Record (TSR) to edcert@sfasu.edu. These can be obtained through your district’s Human Resources office.
- All program coursework completed
- All grades posted and/or degrees conferred
- Certification test completed
- 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.

Recommendation cannot be made by SFA until all required documents have been received by the Certification Officer.

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

The SFA Educator Certification Office would like to thank you in advance for your patience and understanding

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***IMPORTANT***

For employment seeking purposes prior to recommendation, email edcert@sfasu.edu and request a Pending Letter. Please include your full name (including maiden name) and SFA ID in your email and 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:

   - Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation, or a conviction?
     - Yes: [ ]
     - No: [X]

   - Have you ever had a teaching certificate revoked, denied, suspended or subject to any sanctions in Texas or any other state?
     - Yes: [ ]
     - No: [X]

   - If you choose 'X', you must provide a written statement by the Entity that issued the teaching certificate.

   - I request to be recommended by this entity: [ ]

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**

**MAKE SURE YOU DID NOT SELECT MASTER TEACHER!**
5. In the “Subject Applying For” box, **type in Reading Specialist**. Check the remaining boxes, then click **Apply** at the bottom of the screen.

6. Once you click Apply, this screen will appear. Verify that you have selected **Stephen F. Austin State University (University Based)** and click **CONTINUE**
7. You will be required to complete the Candidate Exit Survey. Click **Next** to begin.

8. Once you complete the entire Candidate Exit Survey, this screen will appear. Please note that it also informs you that a $77 certificate fee is required to process your application. Click **Continue**.
9. Click **PAY ONLINE NOW** in order to pay for your certificate. TEA will **not** process your certification it has been paid.

10. 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.**