

## Chapter 230. Professional Educator Preparation and Certification

### Subchapter G. Certificate Issuance Procedures

#### §230.91. Procedures in General.

- (a) The State Board for Educator Certification (SBEC), in compliance with SBEC rules, shall issue appropriate certificates to qualified individuals who meet all requirements.
  - (1) The certificate shall identify the name of the holder, the class, grade levels, subject areas, and validity periods of all certificates issued, and reflect, if applicable, disciplinary history taken by the SBEC.
  - (2) A certificate that is issued shall be maintained in a printable format on the Texas Education Agency (TEA) website on behalf of the SBEC.
- (b) Permanent records of all certificates, permits, and supporting documentation shall be maintained by the TEA staff.
- (c) An applicant for or holder of an educator's certificate shall be responsible for maintaining his or her educator profile with current mailing and email addresses. The applicant for or holder of an educator's certificate must update his or her educator profile within 45 calendar days of the effective date of such change, unless another rule under this title requires earlier notification.
- (d) The representation of an individual's certificate status as maintained on the TEA website is considered to be the official record of educator certification. This electronic representation of the certificate satisfies Texas Education Code, §21.053(a), which requires individuals to present their certificate prior to employment by a school district.

*Statutory Authority: The provisions of this §230.91 issued under the Texas Education Code, §§21.031(a); 21.041(b)(1)-(5) and (9) and (c); 21.044(a), (e) and (f); 21.048; 21.0485; 21.050; 21.054(a); 22.082; and 22.0831(f) and Texas Occupations Code, §53.105.*

*Source: The provisions of this §230.91 adopted to be effective August 12, 2012, 37 TexReg 5753; amended to be effective December 27, 2016, 41 TexReg 10309.*

#### §230.93. Candidates of Approved Educator Preparation Programs.

An appropriate certificate may be issued to a candidate who completes all requirements of a State Board for Educator Certification-approved educator preparation program (EPP). The candidate must complete the appropriate application and pay the designated fee. The certification officer representing the approved EPP shall submit to the Texas Education Agency staff a recommendation for the issuance of the appropriate certificate, not earlier than the date on which all requirements were completed, and by the recommendation deadlines for issuance of the certificate.

*Statutory Authority: The provisions of this §230.93 issued under the Texas Education Code, §§21.031(a); 21.041(b)(1)-(5) and (9) and (c); 21.044(a), (e) and (f); 21.048; 21.0485; 21.050; 21.054(a); 22.082; and 22.0831(f) and Texas Occupations Code, §53.105.*

*Source: The provisions of this §230.93 adopted to be effective August 12, 2012, 37 TexReg 5753; amended to be effective December 27, 2016, 41 TexReg 10309.*

#### §230.97. Effective Dates of Certificates and Permit Issuance.

- (a) Issuance date of a certificate.
  - (1) The date of issuance shall not precede the date all certification requirements are completed.
  - (2) The issuance date of a certificate recommended by an approved educator preparation program (EPP) shall be the date the recommending EPP verifies that the applicant has satisfied all certification requirements.

- (3) A certificate shall not become effective more than 60 calendar days before the Texas Education Agency (TEA) staff receives the application and may not precede the date all certification, degree, and examination requirements are completed.
- (4) A certificate shall be valid for the entire month in which it is issued.
- (b) Effective date of a permit.
  - (1) A permit shall become effective on the date of the assignment, provided the TEA staff receives the application within 60 calendar days of the date of the assignment.
  - (2) If the permit application is completed and signed by the applicant and superintendent or his or her designee on the date teaching duties begin, the application may be kept in the school district's files until all materials for submission are acquired. A permit held by a school district shall not become effective more than 60 calendar days before the TEA staff receives the application.
  - (3) The school district shall be notified regarding eligibility for the permit. Coverage will not be provided to the school district for the employment of an individual who is ineligible for the permit requested.
- (c) Authority to alter dating procedures. A certificate or permit may become effective more than 60 calendar days before the TEA staff receives an application if the appropriate official or authority documents his or her responsibility for the delay. A fee equal to the fee for the original certificate or permit may be assessed for altering the effective date of a certificate or permit, provided sufficient justification for the correction is provided.

*Statutory Authority: The provisions of this §230.97 issued under the Texas Education Code, §§21.031(a); 21.041(b)(1)-(5) and (9) and (c); 21.044(a), (e) and (f); 21.048; 21.0485; 21.050; 21.054(a); 22.082; and 22.0831(f) and Texas Occupations Code, §53.105.*

*Source: The provisions of this §230.97 adopted to be effective August 12, 2012, 37 TexReg 5753; amended to be effective December 27, 2016, 41 TexReg 10309.*

**§230.99. Fees for Certification Services.**

- (a) The fees for certification services shall be based on a study conducted periodically by the State Board for Educator Certification of the actual costs of the services.
- (b) The fees for authorizing a permit shall be paid by the requesting school district.
- (c) The certificate of an applicant who does not pay the applicable certification fee, either by failing to remit full payment or by sending a check that is dishonored, shall be placed on inactive status if the applicant does not pay the full certification fee and any related processing fees within 60 calendar days from the date the notice of payment deficiency is sent to the applicant. The inactive status of a certificate will render the certificate holder ineligible for employment in a Texas school district. A certificate placed on inactive status in accordance with the provisions of this subsection will be returned to active status upon receipt of full payment of all applicable fees, unless the term of the certificate has already expired.

*Statutory Authority: The provisions of this §230.99 issued under the Texas Education Code, §§21.031(a), 21.041(b)(1)-(5) and (9) and (c), 21.048, 21.0485, 21.050, 21.054(a), 22.082, and 22.0831(f), and Texas Occupations Code, §53.105.*

*Source: The provisions of this §230.99 adopted to be effective August 12, 2012, 37 TexReg 5753.*

**§230.101. Schedule of Fees for Certification Services.**

- (a) An applicant for a certificate or a school district requesting a permit shall pay the applicable fee from the following list.
  - (1) Educational aide certificate:
    - (A) prior to September 1, 2017--\$30; and
    - (B) after August 31, 2017--\$15.

- (2) Standard certificate--\$75.
  - (3) Enhanced standard certificate--\$75.
  - (4) Probationary or intern certificate:
    - (A) prior to September 1, 2017 --\$50; and
    - (B) after August 31, 2017--\$75.
  - (5) Addition of certification based on completion of appropriate examination--\$75.
  - (6) Review of a credential issued by a jurisdiction other than Texas (nonrefundable):
    - (A) prior to September 1, 2016--\$175; and
    - (B) after August 31, 2016--\$160.
  - (7) One-year certificate based on a credential issued by a jurisdiction other than Texas--\$50.
  - (8) Emergency permit (nonrefundable)--\$55.
  - (9) National criminal history check (nonrefundable)--The fee, posted on the Texas Education Agency website, shall include a \$10 criminal history review fee in addition to the current cost of fingerprint scanning, processing, and obtaining national criminal history record information from the Texas Department of Public Safety, its contractors, and the Federal Bureau of Investigation. The same fee will be paid by current certified educators who are subject to a national criminal history check pursuant to Texas Education Code, §§22.082, 22.0831, and 22.0836.
  - (10) Review of the superintendent application for the substitution of managerial experience for the principal certificate requirement (nonrefundable)--\$160.
  - (11) On-time renewal of educational aide certificate:
    - (A) prior to September 1, 2017--\$10; and
    - (B) after August 31, 2017--no charge.
  - (12) Additional fee for late renewal of educational aide certificate:
    - (A) prior to September 1, 2017--\$5; and
    - (B) after August 31, 2017--no charge.
  - (13) Reactivation of an inactive educational aide certificate--\$15.
  - (14) Reinstatement following restitution of child support or student loan repayment for educational aide certificate--\$20.
  - (15) On-time renewal of a standard certificate--\$20.
  - (16) On-time renewal of an enhanced standard certificate--\$20.
  - (17) Additional fee for late renewal of a standard certificate--\$10.
  - (18) Reactivation of an inactive standard certificate--\$40; except for an inactivation pursuant to §232.9 of this title (relating to Inactive Status and Late Renewal).
  - (19) Reinstatement following restitution of child support or student loan repayment--\$50.
  - (20) Visiting international teacher certificate--\$75.
  - (21) Request for preliminary criminal history evaluation (nonrefundable)--\$50.
- (b) The fee for correcting a certificate or permit when the error is not made by the Texas Education Agency shall be equal to the fee for the original certificate or permit.
- (c) An individual registering to take certification tests shall pay the applicable fee(s) from the following list of categories:

- (1) Selected Response-Only Assessments--\$116.
  - (2) Single Subject Area Tests (801-809)--\$58.
  - (3) Enhanced Selected-Response/Constructed-Response Assessments for Tests (801-809)--\$70.
  - (4) Enhanced Selected-Response/Constructed-Response Assessments--\$136.
  - (5) Enhanced Selected-Response/Constructed-Response Administrator and Student Services Assessments--\$200.
  - (6) Performance-Based Assessments for teachers--\$311.
  - (7) Performance-Based Assessments for teachers, retake per task--\$111.
- (d) An individual registering to take a content certification examination prior to admission to an educator preparation program shall pay the applicable fee(s) from the following list of categories:
- (1) Content Certification Examinations except American Sign Language (ASL)--\$106.
  - (2) Essential Academic Skills Sub-Tests Retake (701-703)--\$56.
  - (3) Content Certification Examinations for ASL Sub-Tests (784-785)--\$56.

*Statutory Authority: The provisions of this §230.101 issued under the Texas Education Code, §§21.031(a); 21.041(b)(1)-(5) and (9) and (c); 21.044(a), (e), and (f); 21.048; 21.0485; 21.050; 21.054(a); 22.082; and 22.0831(f); and Texas Occupations Code, §53.105 and §54.003.*

*Source: The provisions of this §230.101 adopted to be effective August 12, 2012, 37 TexReg 5753; amended to be effective September 1, 2015, 40 TexReg 5151; amended to be effective December 27, 2016, 41 TexReg 10309; amended to be effective December 23, 2018, 43 TexReg 5470; amended to be effective October 13, 2019, 44 TexReg 5767; amended to be effective May 19, 2024, 49 TexReg 3551.*

#### **§230.103. E-Pay Supplemental Fee.**

An applicant for a certificate or a school district requesting a permit shall pay a supplemental fee in addition to the fees outlined in §230.101 of this title (relating to Schedule of Fees for Certification Services), for the purpose of recovering the costs of the state electronic Internet portal.

*Statutory Authority: The provisions of this §230.103 issued under the Texas Education Code, §21.041(c) and (d); Texas Government Code, §2054.111 and §2054.252; and Texas Occupations Code, §53.105.*

*Source: The provisions of this §230.103 adopted to be effective August 12, 2012, 37 TexReg 5753; amended to be effective September 1, 2015, 40 TexReg 5151.*

#### **§230.104. Correcting a Certificate or Permit Issued in Error.**

- (a) If a certificate or permit is issued with an incorrect grade level, subject area, or effective date, the recommending entity may request a correction of the certificate or permit by submitting a written request to Texas Education Agency (TEA) staff and a fee equivalent to the fee for the original certificate or permit. The entity must provide sufficient justification for the correction.
- (b) The request to amend or correct an intern or probationary certificate and the appropriate fee must be submitted to the TEA no later than six weeks from the date of issuance of the certificate or, in the case of a change of assignment, no later than six weeks from the date of the change. Within seven days, the educator must notify the recommending educator preparation program of any change in assignment that may affect the certification category required by the assignment according to the provisions of Chapter 231 of this title (relating to Requirements for Public School Personnel Assignments).

*Statutory Authority: The provisions of this §230.104 issued under the Texas Education Code, §§21.031(a); 21.041(b)(1)-(5) and (9) and (c); 21.044(a), (e), and (f); 21.048; 21.0485; 21.0489; 21.050; 21.054(a); 22.082; and 22.0831(c) and (f), and Texas Occupations Code, §53.105.*

*Source: The provisions of this §230.104 adopted to be effective December 27, 2016, 41 TexReg 10309; amended to be effective May 17, 2020, 45 TexReg 3288.*

**§230.105. Issuance of Additional Certificates Based on Examination.**

A teacher who holds a valid provisional, professional, standard, or enhanced standard classroom teaching certificate or a valid temporary classroom teaching certificate issued under the provisions of Subchapter H of this chapter (relating to Texas Educator Certificates Based on Certification and College Credentials from Other States or Territories of the United States), or Chapter 245 of this title (relating to Certification of Educators from Other Countries), and a bachelor's degree or higher from an accredited institution of higher education may qualify for an additional teaching field or certification to teach at another level by passing the appropriate certification examination(s) for that subject. The teacher must submit the application to add certification based on an examination during the time the certificate is allowed to be issued by the State Board for Educator Certification. The application for the additional certification must be submitted during the validity period of the appropriate Texas classroom teaching certificate. If a teacher holds multiple teaching certificates, all teaching certificates must be active before adding certification by examination. The rule shall not be used to qualify a classroom teacher for:

- (1) initial certification;
- (2) the Teacher of Students with Visual Impairments Supplemental: Early Childhood-Grade 12 certificate;
- (3) the Early Childhood: Prekindergarten-Grade 3 certificate;
- (4) the Deafblind Supplemental: Early Childhood-Grade 12 certificate;
- (5) another class of certificate, as listed in Subchapter D of this chapter (relating to Types and Classes of Certificates Issued); or
- (6) certification for which no certification examination has been developed.

*Statutory Authority: The provisions of this §230.105 issued under the Texas Education Code, §§21.031(a); 21.041(b)(1)-(5) and (9) and (c); 21.044(a), (e), and (f); 21.048; 21.0485; 21.0489; 21.050; 21.054(a); 22.082; and 22.0831(c) and (f), and Texas Occupations Code, §53.105 and §54.003..*

*Source: The provisions of this §230.105 adopted to be effective August 12, 2012, 37 TexReg 5753; amended to be effective December 27, 2016, 41 TexReg 10309; amended to be effective May 17, 2020, 45 TexReg 3288; amended to be effective May 19, 2024, 49 TexReg 3551.*

**§230.107. Requests to Relinquish a Texas Certificate.**

An individual who holds a valid provisional, professional, or standard certificate issued under the provisions of this chapter may request removal of a certificate area(s) he or she no longer wishes to hold.

- (1) The request to relinquish a certificate must be:
  - (A) submitted by the certificate holder in writing by mail, personal delivery, facsimile, email, or an electronic notification;
  - (B) identify the specific certificate area(s) to be removed from the official record of certification; and
  - (C) include a statement acknowledging his or her understanding that once the certificate area(s) have been removed, they cannot be reinstated.
- (2) Certificate holders currently under investigation for a "Priority 1" offense as defined in Chapter 249 of this title (relating to Disciplinary Proceedings, Sanctions, and Contested Cases) are not eligible to relinquish a Texas certificate(s) under provisions of this subchapter and may not unilaterally surrender a certificate without written consent of a Texas Education Agency staff member authorized by the associate commissioner to execute settlements as designated by the State Board for Educator Certification.

*Statutory Authority: The provisions of this §230.107 issued under the Texas Education Code, §§21.031(a); 21.041(b)(1)-(5) and (9) and (c); 21.044(a), (e) and (f); 21.048; 21.0485; 21.050; 21.054(a); 22.082; and 22.0831(f) and Texas Occupations Code, §53.105.*

*Source: The provisions of this §230.107 adopted to be effective December 27, 2016, 41 TexReg 10309.*