1. Does a district have to hire a student for the student to earn the Educational Aide 1 certificate?

No, districts do not need to hire a student for the student to earn the Educational Aide 1 certificate. The State Board for Educator Certification (SBEC)-issued Educational Aide I certificate is utilized for purposes of awarding industry-based certification (IBC) to qualifying high school students. The rules specific to issuance of the Educational Aide Certificate can be found in Chapter 230. Professional Educator Preparation and Certification, Subchapter E. Educational Aide Certificate.

While the current Educational Aide application was not designed to meet the needs of the Educational Aide I certificate for high school students, school districts may utilize the application for such purpose. Students will select the appropriate district in the drop-down list for the employing school district when completing the application. While the district may not actually be employing the students, they must still make the selection for the application to process. TEA understands the dual use of the educational aide application.

2. What courses can a student take to earn the Educational Aide 1 certificate?

To earn the Educational Aide 1 certificate, a student must pass two or more of the following courses for three or more credits verified in writing by the superintendent of the district in which the credits were earned:

- Principles of Education and Training, as described in §127.316
- Human Growth and Development, as described in §127.311
- Child Development, as described in §127.317
- Child Guidance, as described in §127.318
- Practicum in Early Learning, as described in §127.320
- Human Growth and Development, as described in §127.323
- Communication and Technology in Education, as described in §127.324
- Instructional Practices, as described in §127.325
- Practicum in Education and Training, as described in §127.326

3. Does the student have to be 18 to qualify for Educational Aide 1 certificate?

Yes, the student must be 18 to qualify for Educational Aide 1 certificate.

4. How does a district pay for Educational Aide 1 certificates?

Students must submit an online application prior to making payment. Students applying for the Educational Aide 1 certificate are responsible for payment; however, districts may choose to pay on behalf of the student. **This is OPTIONAL for districts, not required**. The application fee for the Educational Aide 1 certificate is $17 per student. Information for payment of fingerprinting can be accessed on the Fingerprinting page of the TEA Help Desk. As of May 26, 2023, Educational Aide certificate fees must be paid online. Mail payments are no longer accepted.

For assistance with paying online, view the [Paying for Educational Aides Online](#) document or follow the steps provided below:

1. Login to your **TEAL** account and continue to **ECOS for Entities.**
2. Select **Educational Aides**, then click **Educational Aide List.**
3. Establish your search criteria.
4. A list will be displayed. In the **Pay Fee** column, select the individual(s) for whom your district wishes to pay for. If you would like to pay for everyone, check the box for **All** at the top of the column.
5. After selecting the aides you wish to pay for, continue to the bottom of the page and select the **Pay Selected Fees Online** button.
6. Confirm you have selected all applications you wish to pay for, then click **Pay Now**.
7. Complete your payment. If paying by credit card, be sure that the zip code on file with the card company matches the zip code you enter in the customer information section. Failure to do so may result in a declined transaction.

5. How do we pay if our district does not have a credit card?

All districts are required to register an electronic account with the Comptroller's office and have an ACH (electronic check) that can be used. Please contact your business office for your district's account number and routing number or have the business office representative complete the payment.

6. What happens if our business office generates a check?

A district's representative would need to enter the account number and routing number from the check and complete the online payment.

> Please Note: If a check is mistakenly sent to TEA, it will immediately be refunded.

7. Why am I not able to submit payments?

Not every district employee is authorized to submit payments. It is the LEA's decision in determining who will be an authorized user. Please see the instructions below to add access in TEAL to include "District_Educator Aide"

To Add/Modify your access:

2. Login to TEAL and Select "Access Applications" on your left.
3. Click "Add/Modify Access" then select the "Add Access" button.
4. Follow the steps on the application access details page.
5. Under Roles and Parameters select "District_Educator Aide."
6. Click "Done" and save your changes.

8. Does my district need to send a fee remittance form or purchase order?

Fee remittance forms and purchase orders are no longer accepted. Please complete all payments online.

9. What is the best way to submit fingerprinting questions?

The Help Desk is the most efficient way to submit fingerprinting questions to TEA. Fingerprinting Help Desk tickets are typically answered within four business hours.

10. Does a certificate applicant have to submit fingerprints again if they have been fingerprinted previously for a purpose other than education?

Yes, fingerprinting results for other purposes are not accessible by or transferrable to TEA. The applicant must be fingerprinted through the process facilitated by TEA to be issued an educator certification in Texas.

11. Does a certificate applicant have to submit fingerprints again if they have previously been fingerprinted to work in a school district or charter school?

If an applicant has previously been fingerprinted as a non-certified employee or substitute teacher in a Texas school district or charter school through TEA, they are not required to be fingerprinted again for issuance of an educator certification. Their previous TEA fingerprint results will transfer to their ECOS account within 24-48 hours of certification application submission.

12. Is having a Social Security Number (SSN) required to submit fingerprints?

Yes, applicants applying for issuance of a Texas educator certification must hold a valid social security number to be fingerprinted. The fingerprinting process will be blocked if TEA does not have a valid SSN on file in the educator's ECOS account.

13. What are the fees associated with the fingerprinting process?

The total fingerprinting fee for a certification applicant is $50.25, $40.25 of which is paid in ECOS via credit card during the application process. An additional $10.00 is paid to MorphoTrust/IdentoGO at the time of appointment scheduling. If you choose to be fingerprinted at a MorphoTrust/IdentoGO out-of-state location, an additional out-of-state fee will be assessed, and will be paid during appointment scheduling.

14. What happens if fingerprints show a criminal charge or arrest?

The TEA Division of Educator Investigations reviews all fingerprinting results and results reported by applicants on applications for a Texas educator certificate or permit. The Division of Educator Investigations may contact the applicant to obtain information necessary to make a determination of eligibility for a Texas educator credential. Issuance of the credential will be determined by the results of this review.

15. Who is required to be fingerprinted?

Per TEC Chapter 22, Subchapter C:

- All certified educators (those holding an educator certification issued by the State Board for Educator Certification (SBEC)
- All classroom substitute teachers and aides, whether certified or not
- Noncertified employees hired by a district on or after 1/1/08
- Charter school employees, whether certified or not, who are working in a teaching or professional position that would require certification if they were employed in a traditional school district
- Contracted employees hired on or after 1/1/08 who have direct contact with students