



Certification of Provision of Instructional Materials 2024–25 Frequently Asked Questions

Below you will find frequently asked questions (FAQs) regarding the Certification of Provision of Instructional Materials Process for 2024–25.

Resources

Q: Where on the Instructional Materials website do I find the Certification 2024-25 Form and Survey?

A: You will find links to the [Certification 2024–25 Printable Form](#) and [Certification 2025–25 Survey](#) and more details about the Certification 2024–25 Process on the [State-Adopted Instructional Materials web page](#).

Q: Where can I view the Certification 2024–25 webinar and slide deck?

A: You can find a [recording of the Certification 2024–25 webinar and a copy of the utilized slide deck](#) on the [State Adopted Instructional Materials web page](#). The webinar is linked under “Additional Supports” towards the bottom of the page.

Q: Where can I find a PDF of the instructional materials listed on the online survey?

A: You can find a PDF version of the [Instructional Materials Certification Resource List](#) on the [State Adopted Instructional Materials web page](#). This resource list is linked under “Additional Supports” section header on the page.

Completing the form/survey

Q: Why am I required to complete a form and a survey?

A: As an agency, TEA aims to balance reporting requirements in statute with the burden reporting can create for districts. This year’s Certification Process was revised to streamline the collection of information and submission of certified responses. TEA made these updates based on learnings from last year’s process and on feedback from instructional materials coordinators across the state who represent both large and small local educational agencies (LEAs).

Q: Do we include information for AP classes, such as AP Biology, AP English Language Arts, or AP Statistics?

A: No, this is not a requirement.

Q: For which subjects will LEAs be required to document instructional materials used within the survey?

A: All core contents, including reading language arts (RLA), math, social studies, and science, will be covered through the Certification Survey. Please note that a separate section for phonics no longer exists, as phonics materials should be reported through the RLA section of the survey.

Q: Is it possible to list more than one publisher for a given grade level band, when selecting products used for a given content?

A: When completing the online survey, there's an option to select multiple publishers for all grade level bands, under both the full-subject and supplemental columns.

Q: Does the Superintendent have to certify the Certification form, or can the Deputy Superintendent over Academics certify it after the board approves it?

A: The Certification 2024–25 Form does not require a signature from the superintendent; the board president and secretary are required to sign the form. There is a separate section at the beginning of the Certification 2024–25 Survey where your LEA will enter a superintendent's name and email.

Q: What and where do I upload the Certification Form after it goes before the board?

A: After the Certification 2024-25 Form is filled out and ratified by your local board (signatures provided by your board president and secretary), the next step is to use the information on the form to submit the electronic Certification 2024-25 Survey. This is a Qualtrics survey, and at the end of it, there's the ability to upload the signed ratification page (last page) of the form.

Q: What if we cannot submit the Certification Survey by May 1, 2024 (the recommended date to submit)?

A: TEA recommends submitting the survey by May 1, 2024, to ensure access to EMAT and the ability to submit requisitions or disbursement requests when the system reopens for the 2024–25 school year in mid-May (EMAT will close on March 29, 2024). LEAs can submit the Certification 2024-25 Survey later, but will not have access to allotment funds until it is submitted. Forms submitted after May 1, 2024, will be processed within five business days.

Q: Which instructional materials do I need to list in the Certification Survey?

A: List all full-subject and supplemental materials used throughout your LEA for the subjects specified within the survey, no matter the funding source or how widely used. This will include grant-funded pilots such as Texas COVID Learning Acceleration Support (TCLAS) or Learning Accelerated Support Opportunities (LASO), and materials used within individual campuses.

Q: Our LEA is not adopting science instructional materials until after May 1, 2024. What do we do?

A: The TEA recommends that LEAs submit the Certification of Provision of Instructional Materials 2024–25 Survey by May 1, 2024; however, surveys may be submitted after that date. Survey submissions received after EMAT’s reopening in mid-May will typically be processed within five business days and access to allotment funds through EMAT will follow. As a reminder, the Certification 2024–25 Form does need to be ratified by an LEA’s board of trustees or governing body, which can be obtained in the same open meeting in which *Proclamation 2024* instructional materials are adopted.

Q: What browser works best with Qualtrics?

A: As stated on the Qualtrics website, “Qualtrics officially supports all of its web-based products on the following browsers: Apple Safari, Google Chrome, Microsoft Edge (Chromium Version) and Mozilla Firefox.”

Q: Can I stop and return to my Certification Survey on Qualtrics?

A: Yes, if you have not cleared your browser’s history and are utilizing the same browser throughout, you can leave and return to your survey.

Q: The Certification Survey times out before I can complete the survey. What can I do?

A: If you have an issue with Qualtrics, below are some options to assist you: You can submit a [Help Desk ticket](#) requesting a retake link; you can clear your cache/cookies; try a different browser; or confirm the internet connection is strong.

Q: If “District Developed” is checked, we are to provide a brief description. How brief, and what details must be included?

A: Please share information such as whether the materials were created from scratch or were modified from an existing product, and if so, which one.

Q: What is the TEKS Resource System (TRS) Scope and Sequence?

A: The TEKS Resource System provides curriculum and assessment components aligned to the most current versions of the State Board of Education (SBOE)-adopted TEKS. You can find more information on the [TEKS Resource System web page](#).

Q: What is the definition of full-subject and supplemental materials?

A: Full-subject materials (often referred to as Tier 1 or core materials): instructional material designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental materials (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional material designed to assist in the instruction of one or more of the essential knowledge and skills.

Q: When listing supplemental materials, should I include Tier 1, 2, and 3 materials, even if all materials are not used by all students?

A: Yes, supplemental may include Tier 2 and Tier 3 materials.

Miscellaneous

Q: Will I still be able to submit Accessible Instructional Materials (AIM) requests in EMAT when it reopens mid-May?

A: AIM requests will be able to be submitted with or without completion of the Certification 2024–2025 form, as these requests are completed without the use of your LEA's Instructional Materials Allotment funds. Please note that AIM requests can be submitted even during EMAT's closure.

Q: Where can I find more information on Proclamation 2024 and House Bill (HB) 1605?

A: More information on Proclamation 2024 can be found on the [Proclamations web page](#) on the TEA website. More information on HB 1605 can be found on the [HB 1605 web page](#) on the TEA website.

Q: When will EMAT Close?

A: You will continue to have access to EMAT, but an LEA will not have access to IMTA funds from March 29, 2024, through mid-May 2024.

Q: Where can I find more information on how to use EMAT?

A: You can find information on how to order materials on the [Instructional Materials web page](#).