



# Certification of Provision of Instructional Materials 2024-2025

Monday, March 18, 2024



# Session Welcome



**Frank Puente**

Manager of Instructional Materials  
Procurement and Financial  
Sustainability



**Meghan Rios**

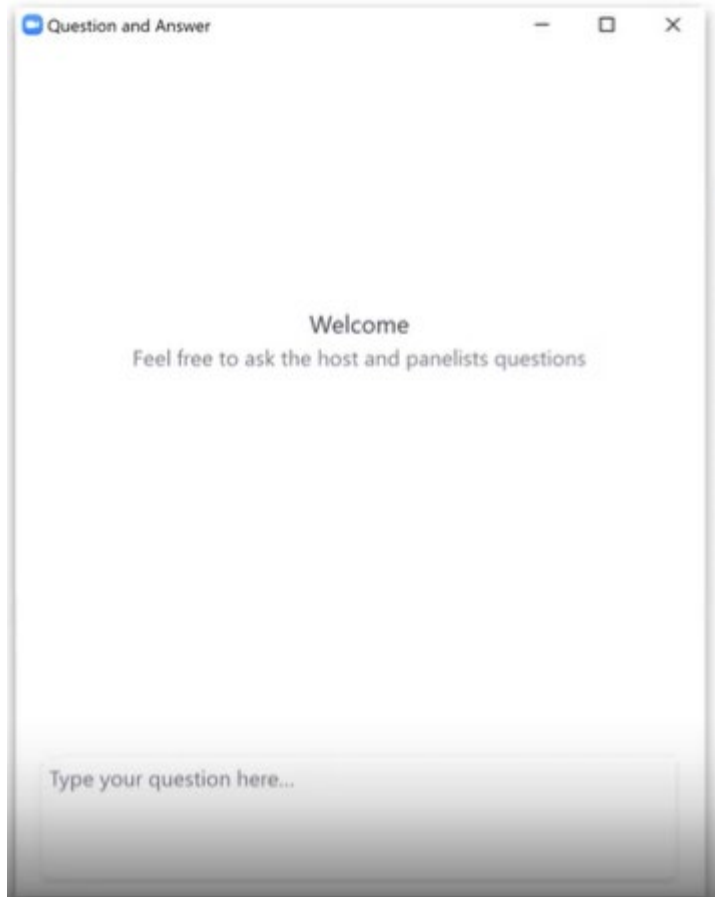
Director of HQIM  
Financial Sustainability



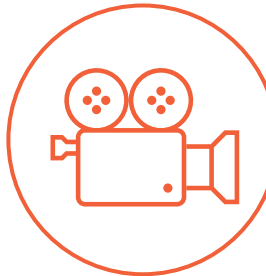
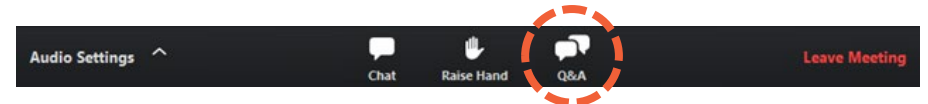
**Lea Ann Lee**

State Instructional Materials  
Procurement  
Coordinator

# FYIs for Today's Webinar



Please ask questions and drop them in the **Question and Answer** box in Zoom



This **recording will be posted** on TEA Instructional Materials page after this meeting ends.

# Agenda

Certification of Provision of Instructional Materials Survey Overview

Improvements made to this year's survey

Timeline

Next Steps

Q & A

# Certification of Provision of Instructional Materials Overview

# Certification of Provision of Instructional Materials 2024 - 2025

- Required document that indicates the instructional materials the district has adopted or plans to adopt will **cover 100% of the TEKS**
- Certify Compliance with **Children's Internet Protection**
- Assists the TEA in the gathering of the below data:
  - District involvement in managing **scope and sequence**
  - Publishers & products used as **full – subject** materials
  - Publishers & products used as **supplemental** materials
- Grade bands and subjects assessed:
  - RLA (English & Spanish)
  - Math
  - Social Studies
  - Science
- *Optional:* Texas Resource Review (TRR) usage and assessment platform usage



# Annual Certification Is Required by Statute

## Texas Education Code, §31.1011

Local education agencies (LEAs) are required to certify annually to the State Board of Education (SBOE) and the Commissioner that students have access to instructional materials covering all Texas Essential Knowledge and Skills (TEKS) for all required subjects, except physical education.

## Protections against obscene or harmful content

Additionally, LEAs are required to certify that they protect against access to obscene or harmful content in compliance with the requirements for certification under the (i) the Children's Internet Protection Act (Pub. L. No. 106-554); (ii) Section [28.0022](#); (iii) Section [43.22](#), Penal Code; and (iv) any other law or regulation that protects students from obscene or harmful content. The TEKS Certification 2024–25 Survey includes a section for LEAs to certify they meet this requirement.



# Certification of Provision of Instructional Materials 2024-2025 Form

- Printable, fillable hard copy of the survey to be completed offline and presented to the board of trustees or governing body for ratification and signatures.
- Developed for ease in of completion and presentation

The image shows two pages of the TEKS Certification 2023-24 Form. The left page is the main survey form with sections for Survey Pre-Work, Background Information, District Information, and a list of subjects for certification. The right page is the signature page, titled 'Other Certified Subject Areas', which includes fields for District County Number, District Name, Date of Ratification, and signatures of the Board President and Secretary. A note at the bottom states: 'After ratification, LEAs will submit this form to the TEA through an electronic TEKS Certification 2023-24 Survey. The survey will be available on the TEA State-Adopted Instructional Materials webpage beginning on Monday, March 20, 2023.'

Images of the Certification of Provision of Instructional Materials 2024-2025 Form and final signature page.

# Certification of Provision of Instructional Materials 2023–2024 Survey

- Web-based application where LEAs will submit their responses, collected on the Certification of Provision of Instructional Materials 2024-2025 Form
- Where LEAs will upload the signature page of the Form.
- Once completed, you will be able to download a PDF version of your completed survey.
- Whoever is listed as having completed the form will also receive an automatic email

The image shows a screenshot of the '2023-2024 Allotment and TEKS Certification Form' web-based application. It includes sections for 'Instructions to Complete the TEKS Certification Process for 2023-24', a table for 'Review Terminology' with columns for 'Yes' and 'No', and a section for 'TEA Available Materials' with a list of products like 'Amplify, Amplify Reading Texas' and 'Amplify, Texas Elementary Library Program'. The bottom right corner features the 'qualtrics XM' logo.


Images of the Certification of Provision of Instructional Materials 2024-2025 Survey.



# 2024-2025 Improvements

- Merged phonics section with RLA
- Merged full-subject and supplemental questions into a matrix
- Modification of the scope and sequence question

	Full-subject	Supplemental
<b>TEA Available Materials</b>		
TEA; <i>K-5 RLA Literacy Program COVID Emergency Release</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>State Adopted Materials</b>		
Imagination Station, Inc; <i>IStation Reading</i>	<input type="checkbox"/>	<input type="checkbox"/>
Houghton Mifflin Harcourt (HMH); <i>Into Reading Texas</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Learning A-Z LLC; <i>Raz-Plus ELL Texas Edition</i>	<input type="checkbox"/>	<input type="checkbox"/>

 Image of updated full-subject and supplemental questions matrix

# Additional Supports



All instructional materials listed on the survey can be found on the [Instructional Materials Certification Resource List](#)



To facilitate completion of this year's submission, LEAs may request a copy of their previous year's submission by submitting a [Help Desk Ticket](#).

# Sequence of Steps

1

**Gather information:**

*Print out fillable form and fill it out based on materials used.*

3

**Signatures:**

*Board President and Secretary or governing board officer sign the ratified version.*

5

**Gain access to EMAT:**

*EMAT is expected to reopen Mid – May 2024.*

2

**Obtain local board certification:**

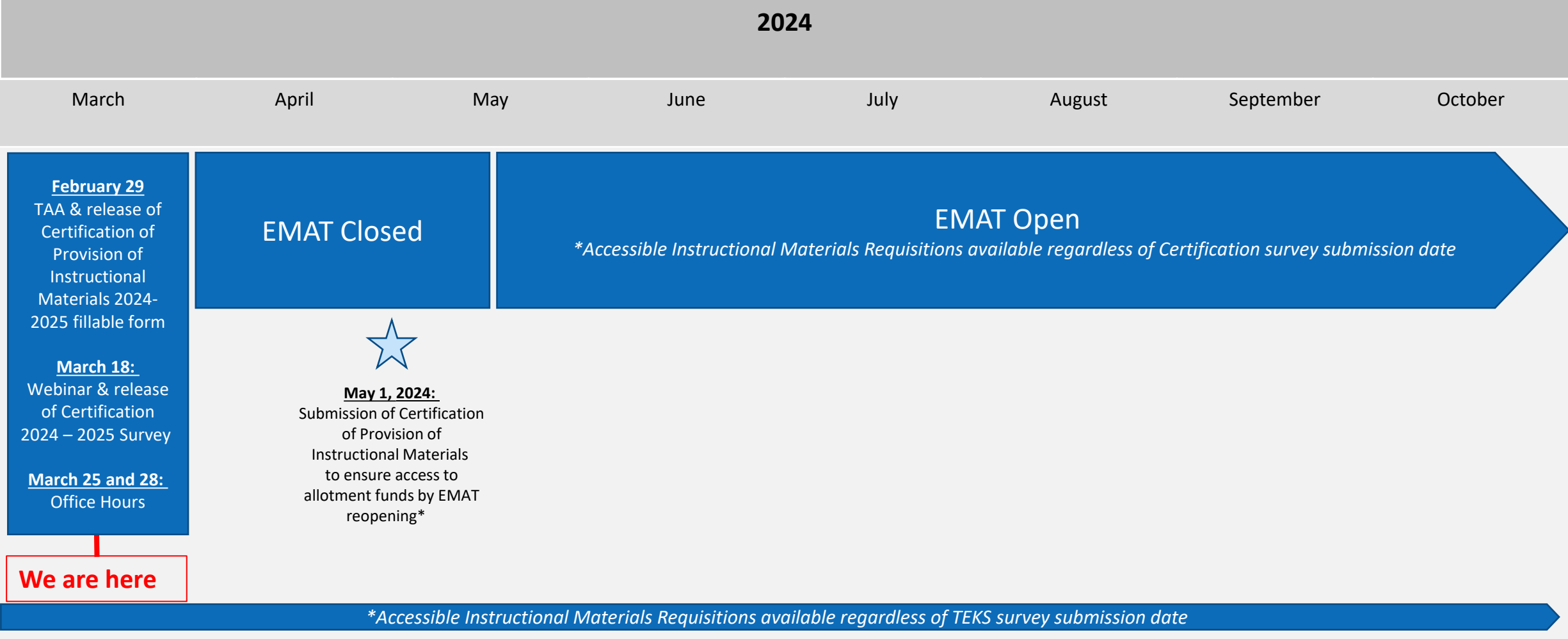
*Present completed survey to your board of trustees or governing body to ratify the survey responses in an open, public-noticed meeting.*

4

**Complete Qualtrics survey:**

*Transfer the data from the fillable form to Qualtrics Survey.  
Upload signed ratification form.*

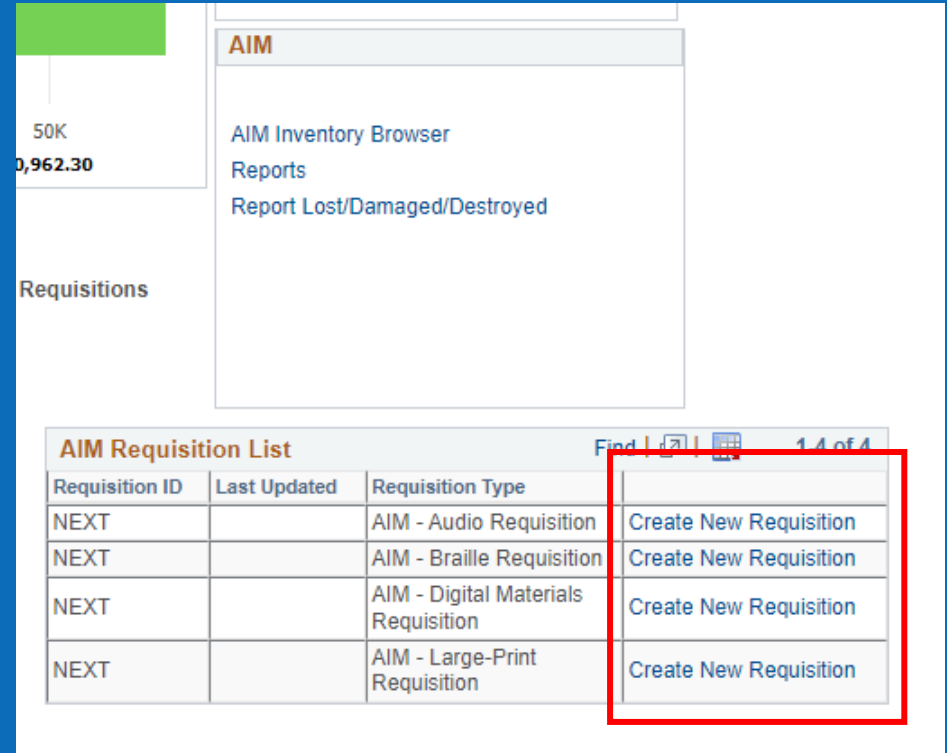
# Certification of Provision of Instructional Materials and EMAT Access Timeline



## Requisitions for Accessible Instructional Materials (AIM) Will Remain Available

Districts and charters may still submit requisitions for braille, large-print, and audio materials, even if they have not yet completed the Certification 2024–25 process.

- The cost of AIM does not come out of IMTA funds.
- These materials can take 30 to 120 days to produce and ship, so they should be ordered as soon as possible for SY 2024–25.



The screenshot shows the EMAT interface. On the left, there's a sidebar with a green header and a search bar. The main content area has a tab labeled 'AIM'. Below the tab, there are links for 'AIM Inventory Browser', 'Reports', and 'Report Lost/Damaged/Destroyed'. Below these links, there's a section titled 'Requisitions'. At the bottom, there's a table titled 'AIM Requisition List' with columns for 'Requisition ID', 'Last Updated', and 'Requisition Type'. The table has four rows, each with a 'NEXT' link in the 'Requisition ID' column and a 'Create New Requisition' button in the 'Requisition Type' column. A red box highlights the 'Create New Requisition' buttons for all four rows.

Requisition ID	Last Updated	Requisition Type	
NEXT		AIM - Audio Requisition	Create New Requisition
NEXT		AIM - Braille Requisition	Create New Requisition
NEXT		AIM - Digital Materials Requisition	Create New Requisition
NEXT		AIM - Large-Print Requisition	Create New Requisition

Screen shot of the EMAT requisition interface that highlights with a red square where to create a requisition for accessible instructional materials.

# Allotment Request Review Timelines

- The TEA's EMAT team manually reviews all allotment requests to ensure accurate completion of all required fields.
- Requests are reviewed in the order they are submitted
- **LEA's requisition/disbursement requests have historically peaked in the months of May - August**
- During peak season, please expect the following timelines for allotment request approvals:
  - Requisitions: up to 5 business days from the day of submission (can possibly take longer if there is a need for additional information or clarification)
  - Disbursements: up to 20 business days from the date of submission (can possibly take longer if there is a need for additional information or clarification)



# Frequently Asked Questions

## What if we cannot submit the certification survey by May 1, 2024 (the recommended date to submit by)?

TEA recommends submitting the survey by May 1, 2024 to ensure you will be able to access EMAT and submit requisitions or disbursement requests when the system reopens for the 2024-25 school year in mid-May (EMAT will close on March 29th, 2024, and is scheduled to reopen on May 15, 2024). Your LEA can submit the TEKS Certification 2024-25 Survey at a later date, but you won't have access to allotment funds until it is submitted. Forms submitted after May 1, 2023, will be processed within five business days.

## What browser works best with Qualtrics?

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."

## Can I stop and return to my TEKS Certification Survey on Qualtrics?

Yes, if you have not cleared your browser's history, you can leave and return to your survey.

## Our LEA is not adopting science instructional materials until after May 1st. What do we do?

TEA recommends that LEAs submit the Certification of Provision of Instructional Materials Survey 2024-25 by May 1, 2024; however, surveys may be submitted after that date. Survey submissions received after May 15, 2024, 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 your 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.

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

No, this is not a requirement.

## Where can I find more information on Proclamation 2024 and HB 1605?

More information on Proclamation 2024 can be found on the [Proclamations webpage](#) on the TEA website.

More information on HB 1605 can be found on the [HB 1605 webpage](#) on the TEA website.

## Which instructional materials do I need to list in the Certification survey?

Please list all full-subject and supplemental materials used throughout your LEA, no matter the source of funding or how widely used. This will include grant funded pilots such as TCLAS or LASO, and materials used within individual campuses.

# Closing and Next Steps

# Office Hours



Registration link  
for Certification 2024-2025  
Office Hours

We will host office hours to answer any questions you might have on

- *Monday, March 25, at 11:00 a.m. CDT*
- *Thursday, March 28, at 11:00 a.m. CDT*

If you have any questions, we recommend dropping into that session. Registration for office hours can be accessed [here](#) or scan the QR code to the left. Please note, attendance to one or both office hours is not required.

Alternatively, you can submit a [Help Desk ticket](#)

# Next Steps

- Gather information so that you can complete the [Certification 2024–25 Form](#)
- Register and prepare your questions for [office hours](#).
- Obtain local board approval
- Complete [Certification 2024-2025 Survey](#) with your attached approved and signed form

TEA recommends that LEAs complete these steps by May 1, 2024 so you can be prepared to re-access your allotment in EMAT mid-May 2024.





# APPENDIX

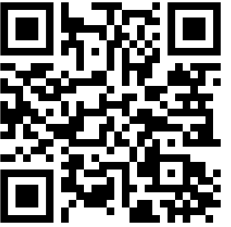
- [Link to Certification of Provision of Instructional Materials 2024-2025 Survey](#)
- [Link to download the TEKS Certification 2024–25 Form](#)
- [Link to office hours registration](#)
- [Link to Help Desk ticket](#)
- [Link to State Adopted Instructional Materials webpage](#)
  - Steps to complete Certification of Provision of Instructional materials can be found on this webpage
  - This recorded Webinar can be found on this webpage
- [Link to Proclamations webpage](#)
- [Link to HB 1605 webpage](#)





# Call for applications - IMRA Cycle 2024 Reviewers

Applications are currently being accepted on a rolling basis. TEA encourages interested applicants to visit [the IMRA webpage](#) to complete the brief initial application today.



[Apply Here!](#)

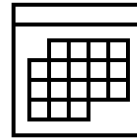


## Who can serve as an IMRA reviewer?

IMRA reviewer applicants must have at least three (3) years of experience teaching and/or directly supporting the content area they seek to review.

Adjunct professors with at least three years of experience at accredited institutions of higher education in Texas and applicants with evidence of strong content knowledge and experience in the content area they seek to review also meet eligibility requirements.

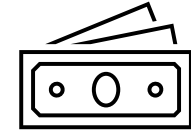
A minimum of five (5) years of experience and a master's degree in a relevant content area are preferable.



## What is the time commitment for a reviewer?

Review teams are expected to complete the review from May 2024 to August 2024, with the majority of work taking place mid-May through mid-August.

It is estimated at an average of 40 hours weekly. Those selected as Lead Reviewers will have additional time commitments commensurate with the expectations of that role.



## What are the benefits of being a reviewer?

Top-quality, collaborative, and rewarding professional development, for which reviewers are issued a continuing professional education (CPE) credit certificate.

Competitive compensation paid in stipend amounts as follows:

- \$750 stipend upon attending required training and completing all related tasks.
- \$3,250–\$5,250 stipend upon successfully completing the review process for a set of instructional materials. \*
- \$1,000 additional stipend upon accepting and successfully fulfilling a Lead-Reviewer role.

\*Note: Stipend amounts may vary by assigned content area and be adjusted for reviewers assigned to evaluate products with fewer than three grade levels.

# Exit Ticket

**Please take a moment to complete our exit ticket:**

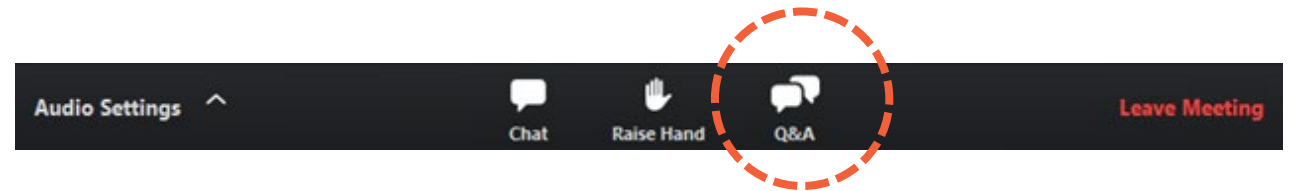
<http://bit.ly/4a30xtm>



**Thank You!**

# Q&A

## Question and Answer



Please ask questions by submitting them via the **FAQ** function.

You will see replies in the Q&A window. The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this.