



MILITARY VETERANS, ACTIVE DUTY, MILITARY SPOUSES APPLICATION CHECKLIST

INFORMATION

Effective September 1, 2015, the Texas Education Agency waives certain fees for eligible military service members, military veterans, and military spouses. You can find more information in the Texas Administrative Code [§234](#).

☐ STEP 1: ESTABLISH AN ACCOUNT

☐ CREATE TEA LOGIN ACCOUNT

Your TEA Login (TEAL) account is used to access the Educator Certification Online System (ECOS). Here you can update contact information, submit applications and fees, check the status of received documents and processed applications online.

1. Go to <https://tealprod.tea.state.tx.us/>.
2. Click "Request New User Account".
3. Complete the online form. Be sure to input your name exactly as it appears on your driver's license or state issued ID and select "Educator" as the Organization Type.
4. After you complete the form, click "Submit".
5. The system prompts you to create your password.

☐ COMPLETE EDUCATOR PROFILE

1. After your account is set up and you are logged in, click the "[View My Educator Certification Account](#)" link (above your TEA ID) to access the Educator Certification Online System.
2. Complete the mailing address section and click "Continue" at the bottom of the screen to save changes.

This information will also be transferred to the testing vendor's website and will update your testing profile there. (Allow at least one hour for changes to be transferred.)

□ STEP 2: SUBMIT DOCUMENTS

Applicants who are active-duty military service members or military veterans or military spouses must submit a military exemption request for fee exemptions. Upload all the following documents as “MIL-Military document.”

- **Active-duty service members:** Current full-time military service in the armed forces of the United States or active duty military service as a member of the Texas military forces, as defined by the Texas Government Code Code, [§437.001](#), or similar military service of another state.
 - Military ID (front and back)
 - Current state ID or Permanent Change of Station Order
- **Veterans:** A person who served in the active military, naval, or air service, and who was discharged or released from active duty under honorable conditions.
 - Current state ID (front and back) or Permanent Change of Station Order
 - DD-214 (member-2 or member-4) that shows release or separation from active duty was under honorable conditions.
- **Military spouses of active-duty service members:** A spouse of a person who is active duty is in the military full time. This does not include those in the Reserve or National Guard.
 - Spouse's current state ID or Permanent Change of Station Order
 - Spouse's current military dependent ID (front and back)
 - Active-duty service member's state ID (front and back) or Permanent Change of Station Order
 - Active-duty service member's current military ID (front and back)
 - Copy of the marriage license.

*After the military documents have been reviewed, you will be notified by email with the fee exemption eligibility results.

☐ FEES WAIVED/NOT WAIVED FOR MILITARY COMMUNITY

Fees Waived for Military Community

Fees that are waived for active-duty service members and veterans:

- Educational Aide certificate
- Intern certificate
- Probationary certificate
- Standard certificate requiring completion of an educator preparation program.
- Review of credentials
- One-Year certificate
- Standard certificates for subject areas approved in a review of credentials.
- \$11 of the registration fee for certification examinations administered by Pearson, this does not include registration fees for tests taken for certification by exam only.
- Test-Limit Waiver (this does not include waivers for tests taken for certification by exam only)

Fees that are waived for military spouses:

- Review of Credentials
- One-Year Certificate
- Standard certificates for subject areas approved in your review of credentials.
- \$11 of the registration fee for certification examinations administered by Pearson and approved as part of the review of credentials.
- Test-Limit Waiver for examinations approved in your review of credentials.

Fees Not Waived for military community:

- Fingerprint fee
- Preliminary criminal history evaluation fees
- Renewal fees including late and reactivation fees.
- Reinstatement fees
- Certificates earned through exam only.
- Registration fees for tests taken for certification by exam only.
- Registration fees for certification examinations administered by the Educational Testing Service (ETS) and the American Council for the Teaching of Foreign Languages (ACTFL)
- Test-Limit Waiver for tests taken for certification by examination.

If you are enrolling in an educator preparation program or submitting an educational aide application, your steps for fee exemption are complete. Please check for the results of your fee exemption review in the “My Documents” portion of your account.

☐ STEP 2: SUBMITTING APPLICATION AND REQUIRED DOCUMENTS

☐ SUBMIT REVIEW OF CREDENTIALS APPLICATION

Complete the Out-of-State Review of Credentials application in your [TEA user account](#).

☐ COPY OF ALL LICENSES AND CERTIFICATES

- Upload a copy of your professional licenses and/or out of state certificates as applicable directly to the “My Documents” section of your educator account.
- A legible screenshot of the document is acceptable for review.
- If you have more than one license or are certified in more than one state, please upload a separate copy for each license/certificate.
- The certificate must be currently valid and active and must have been issued as a standard-level certificate at the time of issuance.
- Permits, Temporary, and Substitute certificates are not accepted for review.

☐ OFFICIAL TRANSCRIPTS

- You must contact your institution or servicer to request official transcripts. Official transcripts can be sent directly from your institution or servicer via email to OSC75@tea.texas.gov. Transcripts emailed or uploaded by the educator are not accepted.

☐ STEP 3: PENDING REVIEW

☐ CHECK “MY DOCUMENTS”

Are all documents listed in Step 2 on display under My Documents?

- **Yes** – Your application and documents are pending a review by certification staff. Please allow 7 to 10 business days for processing once all required documents are received.
- **No** – It is possible your documents are still being processed and uploaded to your account. Documents can take between 1-2 weeks to process once received by our office. We encourage you to periodically check your “My Documents” tab in your educator account to verify if we have received your document.
- **I do not have the required experience, and/or I did not take exams** – Your file will still be reviewed for certificate eligibility, and you will be provided with information on how to obtain a standard certificate if all other requirements are met.

Before contacting TEA, please check your “My Documents” tab for updated information.

☐ STEP 4: REVIEW RESULTS

☐ TEA RESULTS OF REVIEW OF CREDENTIALS

- After your documents are reviewed, you will be emailed a courtesy notification indicating a new document is available. Please check junk and spam folders.
- Under the My Documents tab the "Document Type" column will read "TEA Results of Review of Credentials".
- Please use Google Chrome to view PDF document(s).
- If you are still pending test exemption documents, your application will still be reviewed if new documents are added to your account.

☐ STEP 5: TESTING

☐ REGISTER FOR EXAM(S)

If you must take exams to obtain a standard renewable certificate, you can register for the appropriate exams after your credential review is complete.

- Examination registration information and study materials for the Texas Examinations of Educator Standards (TExES) exams are available on the testing company's website, www.tx.nesinc.com or by calling (800)-877-4599.

If you receive a letter indicating you are exempt from testing, skip to Step 7.

☐ STEP 6: APPLY FOR YOUR ONE-YEAR CERTIFICATE

If you receive a letter indicating exams are required, you may apply for a one-year certificate if needed for employment purposes (optional).

- From the educator main menu, click on "Applications," then on "Out-of-State Certified Applicants." This will take you to the "Educator Out-of-State Certification Menu." Go to the bottom of the page, click "Continue." The next page will be "Application for Certified Out-of-State Applicants."

Complete the questions on the Applicant's Affidavit then continue to "Educator Out-of-State Application for Certificate" screen and scroll to the bottom of this page. Click on the "One-Year Certificate-\$52," box and then follow the prompts to complete the process.

STEP 7: APPLY FOR YOUR STANDARD CERTIFICATE

If you are eligible for a standard certificate, you may apply online.

- From the educator main menu, click on "Applications," then on "Out-of-State Certified Applicants." This will take you to the "Educator Out-of-State Certification Menu." Go to the bottom of the page, click "Continue." The next page will be "Application for Certified Out-of-State Applicants."

Complete the questions on the Applicant's Affidavit then continue to "Educator Out-of-State Application for Certificate" screen and scroll to the bottom of this page. Click on the "Standard Certificate-\$78," box and then follow the prompts to complete the process.

COMPLETE FINGERPRINTING

Before your credential can be issued, you must complete the required national criminal background check by submitting fingerprints. The fingerprinting process will only be initiated if an application for a certificate is submitted.

If you have any questions regarding the fingerprinting process, please contact the [TEA Fingerprinting Department](#).

VIEW CERTIFICATE ONLINE

TEA no longer mails or emails paper certificates. The virtual certificate maintained on the TEA website is the official record of an educator's certification.

Here are the steps you can take to print copies of your certificates from the Educator Certification Online System (ECOS):

- Log in to your TEAL account at <https://tealprod.tea.state.tx.us>.
- Click "Access Applications" on the Self-Service menu.
- Click the "View My Educator Certification Account" link directly above your TEA ID. This provides access to your educator records in ECOS.
- If the Educator Profile Setup screen is displayed, update your information if needed, and then scroll down and click "Continue".
- Click "View Certificates" about halfway down the left menu, and then click "Official Certificate" below it.
- To print the certificate, right-click and select "Print" OR select "File" and then select "Print" from your browser menu.

If you have trouble viewing the current version of your certificate, you may need to clear the browsing history by deleting cookies and temporary internet files. Google Chrome is the preferred browser. You always want to make sure the "official record date" at the bottom shows the present date.