

# OUT-OF-STATE APPLICATION CHECKLIST

## STEP 1: APPLY FOR A REVIEW OF CREDENTIALS

### CREATE TEA LOGIN ACCOUNT

Your TEA Login (TEAL) account is used to access the Educator Certification Online System (ECOS). In ECOS 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 TEAL 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 (ECOS).
2. Complete the mailing address section and click "**Continue**" at the bottom of the screen to save your changes.
3. You will be taken to the "**Main Menu**" of your ECOS educator certification account.

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.)

### SUBMIT ONLINE APPLICATION FOR A REVIEW OF CREDENTIALS

If you are fully certified in another state, meaning you completed a state-approved certification program and have been issued a standard level certificate by a state licensing agency, you may apply as an out-of-state certified applicant to have your credentials reviewed. The review of credentials application is required to have out-of-state documents reviewed to determine your eligibility for a Texas certificate. Your credentials will not be reviewed without the application and **non-refundable** fee of \$164.00.

To apply you will select the "**Out-of-State Certified Applicants**" application located in the ECOS main menu.

### PAY \$164.00 REVIEW OF CREDENTIALS APPLICATION FEE

Additional fees that are not included in the review of out-of-state credentials, but may be applicable to you following the successful completion of a credentials review:

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- One-Year Certificate \$52.00 – when eligible, you may submit an application for this temporary certificate if needed for employment purposes using the “**Out-of-State Certified Applicants**” application in ECOS.
- Standard Five-Year Renewable Certificate \$78.00 – when eligible, you may submit an application using the “**Out-of-State Certified Applicants**” application in ECOS. Unless you are exempted from taking Texas exams, this application should be submitted after meeting the testing requirements based on the results of your credentials review. Submission of the application prior to meeting testing requirements will cause a delay in processing.
- Fingerprinting \$39.00 – payment access will initiate when any type of certificate application is submitted online.

## STEP 2: SUBMIT REQUIRED DOCUMENTS

### COPY OF ALL OUT-OF-STATE CERTIFICATES

- Upload a copy of your certificate(s) directly to the “**My Documents**” section of your educator account.
- A screenshot of the online/virtual certificate is acceptable for review.
- If you are certified in more than one state, please upload a separate copy for each certificate.
- Permits, Substandard, Temporary, and Substitute certificates are not accepted for review.

### OFFICIAL TRANSCRIPTS

You must contact your institution to request official transcripts. Official transcripts must be sent directly from your institution or servicer via email to [osc75@tea.texas.gov](mailto:osc75@tea.texas.gov). **Transcripts sent by the applicant are not accepted for the credentials review.**

### VERIFICATION OF EXPERIENCE – REQUIRED FOR TEST EXEMPTION ELIGIBILITY

[Verification of experience for test exemptions \(PDF\)](#) – This form must be submitted by human resources staff where your experience was completed. Verification of experience is required to be considered for exemption from Texas required exams. **If you do not have the required experience, passing Texas exams will be required for issuance of a Standard renewable certificate.**

Classroom teachers must have one academic year of verifiable, wage-earning, full-time experience as a classroom teacher.

- Administrators and student service certificate holders must have two academic years of verifiable, wage-earning, full-time experience in the certificate area.

[Verification of accreditation for test exemptions \(PDF\)](#) – If your experience was earned at a private school or a school outside of the United States, this form is also required.

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## VERIFICATION OF TESTS – REQUIRED FOR TEST EXEMPTION ELIGIBILITY

If you have completed three or more academic years of verifiable, wage-earning, full-time experience in the certificate area, test verification is not required, however, if available, please submit them.

If you have less than three years of full-time experience in your certificate area, verification of subject matter tests that were required for issuance of your certificate in another state is required to be considered for exemption from Texas required exams. If you were not required to take a subject matter test(s) for issuance of your out-of-state certificate, passing Texas exams is required for issuance of a standard renewable certificate.

[Verification of tests for test exemptions \(PDF\)](#) - This form must be returned by the state licensing agency where your credential was earned. If your state licensing agency does not complete verification forms, you must submit a copy of the official PDF test score report via the “**My Documents**” tab on the left side of the ECOS educator main menu, which you may access via your TEAL login, or via the [TEA Help Desk](#).

## STEP 3: PENDING REVIEW

### APPLICATION IN QUEUE FOR REVIEW

Once a complete application and payment are submitted online, your application is placed into a queue for processing. TEA staff cannot review your out-of-state credentials until all required documents are received. A complete application includes the following.

- Online application for a Review of Credentials
- \$164.00 fee
- Out-of-state standard certificate
- Official transcripts

A certificate cannot be issued without completion of fingerprinting.

**If any required documents are missing from your application, you will receive an email notification from “no-reply@tea.texas.gov.” A letter will be added to your ECOS educator account under the “My Documents” tab informing you of the additional documents required to complete your credentials review.**

## CHECK “MY DOCUMENTS”

If 30 days have elapsed since you provided all documents necessary to complete your credentials review and you have not received any communication regarding your application, you may contact Educator Preparation and Certification for an application status update. Prior to making contact, please check the “**My Documents**” tab in your ECOS educator account for updated information.

Are all documents listed in Step 2 available under the “My Documents” tab?

- **Yes** – Your application and documents are pending a review by certification staff.
- **No** – It is possible that your documents are still being processed and have not yet been uploaded to your account. Documents can take up to two weeks to upload to your account once received by our

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office. We encourage you to periodically check the “**My Documents**” tab in your ECOS educator certification account to confirm that we have received your document(s). Processing time may be longer during peak periods, between the months of April through September.

- **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 receive a deficiency plan for obtaining a standard certificate, if all other requirements are met.

If you would like to verify whether a document has been sent to our office, please check with the sender for confirmation. Due to the high volume of documents received each day, our staff may not be able to confirm delivery. However, the document will be processed to your account in the order received.

## STEP 4: REVIEW RESULTS

### RESULTS OF REVIEW OF CREDENTIALS

- Once the review of your credentials has been completed, you will receive an email notification with the subject line “**New Letter in your ECOS account**” indicating that a new document is available to view. Please check junk and spam folders in case your notification email was filtered to either of those locations.
- 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).
- Your review results will identify the areas of certification for which you are eligible and any required exams to obtain a standard certificate in Texas.
- If you are still pending documents for test exemption consideration, your application will still be reviewed after new documents are received and uploaded to your account. You have 12 months from the date of your review application to submit the required documents.

If you have questions or concerns about the results of your credentials review, please [submit a help desk ticket](#) to Educator Certification with “**Results of My Review**” in the subject line.

## STEP 5: OPTIONAL - ONE-YEAR CERTIFICATE

### SUBMIT ONE-YEAR CERTIFICATE APPLICATION

Applicants who meet specified requirements as determined by the review of credentials may be issued a non-renewable one-year certificate. You may apply for a non-renewable one-year certificate if needed for employment purposes.

- During the validity of this temporary, non-renewable certificate, you must complete all required examinations for each certification area desired.
- The one-year certificate will expire 12 months from the effective date, whether used or not.
- The one-year certificate cannot be renewed or extended.
- A one-year certificate does not guarantee employment.

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When applying for a one-year certificate, you will be required to provide a requested effective date. If you are not in the process of being employed, we recommend postponing your application. It is advisable to apply for the one-year certificate once you have a confirmed start date for your employment.

## REQUIREMENTS FOR CERTIFICATE ISSUANCE

- Your one-year certificate application will not be processed until the \$52.00 application fee is paid.
- You are required to undergo a national criminal background check by submitting fingerprints for review. Your initial credential will not be issued until the results of this background check are received by our agency. Please review how to complete fingerprinting under Step 7.

## STEP 6: TESTING

### REGISTER FOR EXAM(S)

If you are required to take exams to obtain a standard five-year renewable certificate, you will be eligible to register for the appropriate exams after your credentials review is completed.

Examination registration information and study materials for the TExES tests are available on the testing company's website, [www.tx.nesinc.com](http://www.tx.nesinc.com) or by calling (800)-877-4599.

If you received a letter indicating that you are exempt from all required testing for a certificate area, you may directly apply and pay the \$78 fee for your standard certificate using the “**Out-of-State Certified Applicants**” application in ECOS.

## STEP 7: APPLY FOR YOUR STANDARD CERTIFICATE

### SUBMIT OUT-OF-STATE STANDARD CERTIFICATE APPLICATION ONLINE

When you are eligible for a standard five-year renewable certificate, you must apply online to be issued your state credential.

- 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**”.
- Answer the questions on the Applicant’s Affidavit, then continue to the “**Educator Out-of-State Application for Certificate**” screen and scroll to the bottom of the page. Click on the box for a “**Standard Certificate-\$78**”, then follow the prompts to complete the process.

### PAY \$78.00 FEE

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Your application will not be processed until the \$78.00 application fee is paid. After you submit your application and fee online and complete fingerprinting, please allow 5-7 business days for your application to be processed. Once issued, your certificate will be available online for viewing.

## COMPLETE FINGERPRINTING

You are required to undergo a national criminal background check by submitting fingerprints for review. Your initial credential will not be issued until the results of this background check are received by our agency. The fingerprinting process will only initiate after an application for one of the following certificates is submitted.

- One-Year certificate application
- Standard certificate application

Once the fingerprinting payment is submitted and processed online you will receive a pre-enrollment email from Identogo (someone@identogo). The email will provide unique codes and instructions on how to schedule a fingerprinting appointment specifically for TEA through Identogo's website.

After your scheduled appointment, the fingerprinting results will transfer directly to TEA within 3-7 business days. **\*\*Check your spam/junk folder in case the email was filtered there\*\***

Additional questions specific to completing the fingerprinting process should be submitted via [TEA Help Desk ticket to Fingerprinting](#) or by calling 512-936-8400, option 3, Monday through Friday between the hours of 9:00am and 12:00pm.

## STEP 8: VIEW CERTIFICATE ONLINE

Congratulations! You are a Texas certified educator!

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.

TEA no longer mails paper certificates. Your educator certificate is available online in your educator account. The virtual certificate maintained on the TEA website is the official record of an educator's certification. To print the certificate, right-click and select "**Print**" OR select "**File**" and then select "**Print**" from your browser menu. You may also be able to create a PDF with a "**Save to PDF**" or "**Print to PDF**" option.

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. The "**official record date**" at the bottom should reflect the current date.