

Document Upload Access for Entities is Now Available in the Educator Certification Online System (ECOS)

Educators have been able to view and upload files using the “My Documents” tab in their ECOS accounts since December 19, 2019. This option is now available for entities such as school districts and educator preparation programs via the “**Documents**” tab in ECOS for Entities.

The “Documents” tab will allow the entity, the educator and TEA staff to **see the same information at the same time**. You can see what has been received by TEA staff and/or what has been uploaded by the educator. You, the entity, also have the option to upload documents.

Please view the following screens for assistance with how to view and how to upload documents.

To view the documents received for an educator:

1. Login to [TEAL](#) and select your ECOS for Entities link (will be the name of your organization).
 - *If you do not have this option, you may need to check with the primary approver for your organization to confirm you should apply for this access. Generally, the primary approver for school districts is the superintendent or their designee and for educator preparation programs it is the dean of education or their designee.
 - *Once advised, you may apply for access. Visit [Requesting Access to an Application](#) if you need additional assistance.

Texas Education Agency

User and Access Management

Welcome, _____

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information
- Reports

Applications

Educator Certification Online System for Entities

Educator Certification Online System for Entities

★ Telephone support for certification and fingerprinting inquiries is unavailable. Please submit a Help Desk ticket for assistance. ECOS for Entities continues to be available for application submission and processing. Please visit the Announcement page on the main TEA website for more information.

[Entity](#)

[Add/Modify Access](#)

2. Select "Educator Information". Once the dropdown appears, click "Educator Search".

TEA
Texas Education Agency

Educator Certification Online System (ECOS)

Logged in [redacted] Help | Exit ECOS

Main Menu

- Standard Certification ▾
- Permits ▾
- View Payment History
- Educational Aides ▾
- Intern ▾
- Probationary ▾
- ASEP ▾
- Archived ASEP ▾
- Test Approval ▾
- Fingerprinting ▾
- Career & Technology ▾
- Approved Programs ▾
- Educator Information ▾
 - Educator Search**
 - Principal Survey ▾
 - Satisfaction Survey
 - User Profile
 - File Transfer ▾

Entity Main Menu

[For Certification testing purposes, the applicant/educator's name must appear exactly as it appears on his/her valid state ID.](#)

For purposes of [Fingerprinting](#), the applicant/educator's first and last name on the certification record must match the first and last name that appears on his/her valid state ID.

IMPORTANT NOTICE TO ALL USERS OF THE EDUCATOR CERTIFICATION ONLINE SYSTEM (ECOS):
Pursuant to Texas Education Code 21.048(c-1), the results of certification examinations are confidential and prohibited from disclosure under the Texas Public Information Act. Therefore, YOU ARE NOT AUTHORIZED TO VIEW OR USE the EXAMINATIONS TAB on the EDUCATOR INFORMATION SCREEN (which contains the certification examination results of that applicant or employee) unless you have obtained the consent of an applicant or employee to view and use those results for a specific purpose.

[Data Reports Due September 15 to Educator Standards](#)

The reporting date for all data submission for ASEP is now September 15, 5:00 pm. This deadline applies to the new reports for GPA, finishers, field observations, and the annual performance report.

3. Enter in the educator's social security number or TEA ID number. Click Search.

The screenshot displays the Educator Certification Online System (ECOS) interface. At the top left is the TEA logo (Texas Education Agency). The main header reads "Educator Certification Online System (ECOS)". On the right of the header, it says "Logged in" followed by a blurred name and "Help | Exit ECOS". A vertical navigation menu on the left lists various options: Main Menu, Standard Certification, Permits, View Payment History, Educational Aides, Intern, Probationary, ASEP, Archived ASEP, Test Approval, Fingerprinting, Career & Technology, Approved Programs, Educator Information, and Educator Search. The central area features a light green box titled "Educator Search" containing the instruction "You may search for the Educator by entering the SSN or TEA Test ID." Below this are two input fields: "Social Security Number:" and "TEA Test ID:". A dark green "Search" button is positioned below the input fields.

4. The “Educator Identification” page will be displayed. Select the “Document” tab to continue.

Educator Certification Online System (ECOS)

Logged in [redacted] Help | Exit ECOS

Educator Identification

SSN: [redacted] | TEA Test ID: [redacted] First Name: [redacted] Last Name: [redacted]

Educator Info | [Addresses](#) | [Request Status](#) | [Examinations](#) | [Certifications](#) | [Fingerprint Status](#) | [Special Requests and Services](#) | [Document](#)

*First Name: [redacted]	*Last Name: [redacted]
Middle Name: <input type="text" value="New"/>	Maiden Name: <input type="text"/>
Suffix: <input type="text" value=""/>	

*Date of Birth: Month: 01 Day: 01 Year: 1970	*Gender: Female
Driver License #: [redacted]	Ethnicity: White
DL State: TX	Military Exempt Status: N/A

* required fields

I, [redacted] an authorized representative of [redacted], do hereby affirm that the profile information that I am changing has been provided and approved by Educator Hire and is true and correct to the best of my knowledge. I understand that SBEC will maintain a record of this change, including my user ID.

5. If any documents have been received, they will be displayed. If nothing is displayed, TEA has not received the documents. Once received, they will be displayed here:

Educator Certification Online System (ECOS)

Logged in
Exit ECOS

Online Document Upload for Educator

Educator Information:
 SSN | TEA Test ID: | First Name: | Last Name:

Educator Info
Addresses
Request Status
Examinations
Certifications
Fingerprint Status
Special Requests and Services
Document

Document Type	Upload DateTime	Review Date
TEA Results of Review of Credentials	05/11/2020 03:10:19 PM	
Transcript	03/31/2020 02:08:01 PM	05/11/2020 03:09:51 PM
TEA Request for Additional Information	03/04/2020 03:45:00 PM	05/11/2020 03:08:46 PM
Out-of-State Certificate (Other documents WILL be DELETED)	02/26/2020 10:38:15 AM	04/29/2020 03:44:49 PM

Total count of documents uploaded: 4

Document Type

Enter Notes (Max. 200 characters):

Click Browse to Select File to Upload

Name	Size	Progress	Status	Actions
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To upload a document on behalf of an educator:

1. You should already be on the “Document” tab per the previous steps. If ready to upload, scroll down to the “Document Type” section.

Document Type

Select Document Type

Click Browse to Select File to Upload

Name	Size	Progress	Status	Actions
<input type="button" value="Browse..."/>				

Instructions for Uploading Documents

Valid upload formats have the following file extensions: .bmp, .csv, .doc/.docx, .gif, .jpg, .pdf, .png, .rtf, .tiff, .txt, or .xls/.xlsx.
Upload file size cannot exceed 10MB.

Instructions for Entity Uploading Documents

Document Upload Instructions

Only documents that are on the drop-down list will be accepted via upload.

Review of Credentials for Out-of-State Certified Applicants

- An out-of-state certificate can be submitted for the educator applying for a review of credentials.
- A Service Record for Test Exemptions for Educators Certified Outside of Texas form is required to determine test exemption.

Name Changes or Corrections

- To update an educator's name, please upload a copy of a government-issued photo identification.
- To update or correct a social security number, please upload a copy of the educator's social security card and a copy of their government-issued photo identification.

Other Instructions

- To upload documents, please select the Document Type you are uploading. Click Browse to locate the file to upload.

2. Select a document type from the list of options.

*You have the option to submit a verified official transcript to TEA on behalf of an out-of-state educator that needs to submit this for a review of credentials.

The district should only upload a version of an official transcript. **Official means an original, or one directly emailed to district personnel by the institution or servicer.** It does not include photocopied, printed, or forwarded electronic versions that were provided by the educator.

*Only upload documents that align with the options listed. Documents that are not required or labeled properly will be deleted and treated as spam. Uploading documents that are not required slows down the review process.

3. Enter a note to describe your document.

Document Type

Select Document Type	Enter Notes (Max. 200 characters):	Enter Notes
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Click Browse to Select File to Upload

Name	Size	Progress	Status	Actions
Browse...				

Instructions for Uploading Documents

Valid upload formats have the following file extensions: .bmp, .csv, .doc, .docx, .gif, .jpg, .pdf, .png, .rtf, .tiff, .txt, or .xls/.xlsx.
Upload file size cannot exceed 10MB.

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Other Instructions

- To upload documents, please select the Document Type you are uploading. Click Browse to locate the file to upload.

4. Once you have selected a document type and entered a note, the “Browse...” button will turn dark green. You may now select it and locate the file you would like to upload.

Document Type				
SRE-Experience for Review of Credentials/T	Enter Notes (Max. 200 characters):	Educators 1 Year of Experience for Test Exemption		

Click Browse to Select File to Upload				
Name	Size	Progress	Status	Actions
Browse... 				

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Instructions for Entity Uploading Documents
Document Upload Instructions Only documents that are on the drop-down list will be accepted via upload. Review of Credentials for Out-of-State Certified Applicants <ul style="list-style-type: none">An out-of-state certificate can be submitted for the educator applying for a review of credentials.A Service Record for Test Exemptions for Educators Certified Outside of Texas form is required to determine test exemption. Name Changes or Corrections <ul style="list-style-type: none">To update an educator's name, please upload a copy of a government-issued photo identification.To update or correct a social security number, please upload a copy of the educator's social security card and a copy of their government-issued photo identification. Other Instructions <ul style="list-style-type: none">To upload documents, please select the Document Type you are uploading. Click Browse to locate the file to upload.

5. Be sure to select “Upload”

Document Type

SRE-Experience for Review of Credentials/T

Enter Notes (Max. 200 characters):

1 Year of experience for test exemption

Click Browse to Select File to Upload

Name	Size	Progress	Status	Actions
Verification of Exp- 1 year.pdf	830,748	<div style="width: 50%; height: 10px; background-color: #ccc;"></div>		<div style="display: flex; justify-content: flex-end; gap: 10px;"> Upload Remove From View </div>

Instructions for Uploading Documents

Valid upload formats have the following file extensions: .bmp, .csv, .doc/.docx, .gif, .jpg, .pdf, .png, .rtf, .tiff, .txt, or .xls/.xlsx.
Upload file size cannot exceed 10MB.

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Other Instructions

- To upload documents, please select the Document Type you are uploading. Click Browse to locate the file to upload.


If successful you will see:

Click Browse to Select File to Upload

Name	Size	Progress	Status	Actions
Verification of Exp- 1 year.pdf	830,748	<div style="width: 100%; height: 10px; background-color: #0070c0;"></div>	✓	<div style="display: flex; justify-content: flex-end; gap: 10px;"> Upload Remove From View </div>

6. Select “Remove From View” if you would like to upload another document. Otherwise, you may scroll to the top of the page and see the document you uploaded.

Educator Info Addresses Request Status Examinations Certifications Fingerprint Status Special Requests and Services **Document**

Document Type	Upload DateTime	Review Date	Delete
Experience for Review of Credentials/Test Exemption 	05/11/2020 04:54:14 PM		Delete
TEA Results of Review of Credentials	05/11/2020 03:10:19 PM		
Transcript	03/31/2020 02:08:01 PM	05/11/2020 03:09:51 PM	
TEA Request for Additional Information	03/04/2020 03:45:00 PM	05/11/2020 03:08:46 PM	
Out-of-State Certificate (Other documents WILL be DELETED)	02/26/2020 10:38:15 AM	04/29/2020 03:44:49 PM	

Total count of documents uploaded: 5