

EMAT Training Certification

New instructional materials coordinators requesting ordering access, which includes the ability to order state-adopted instructional materials and request instructional materials allotment (IMA) funds to purchase materials outside of the EMAT system, must review the training videos posted to the TEA website before access can be granted.

Instructions:

1. Complete and electronically sign the certification form.
2. Obtain the superintendent's (or representative's) electronic signature.
3. Forward the signed form to instructional.materials@tea.texas.gov.

TEA will process the TEASE application once the signed certification has been received. For assistance, please contact the Instructional Materials Division at instructional.materials@tea.texas.gov or 512-463-9601.

Name of District or Open-
Enrollment Charter School:

County District Number:

I certify that I have viewed all of the required EMAT training videos to gain access to the EMAT ordering system.

Requester's
Name:

Requester's
Email:

Requester's Signature:

Date:

Superintendent's or
Representative's Signature:

Date: