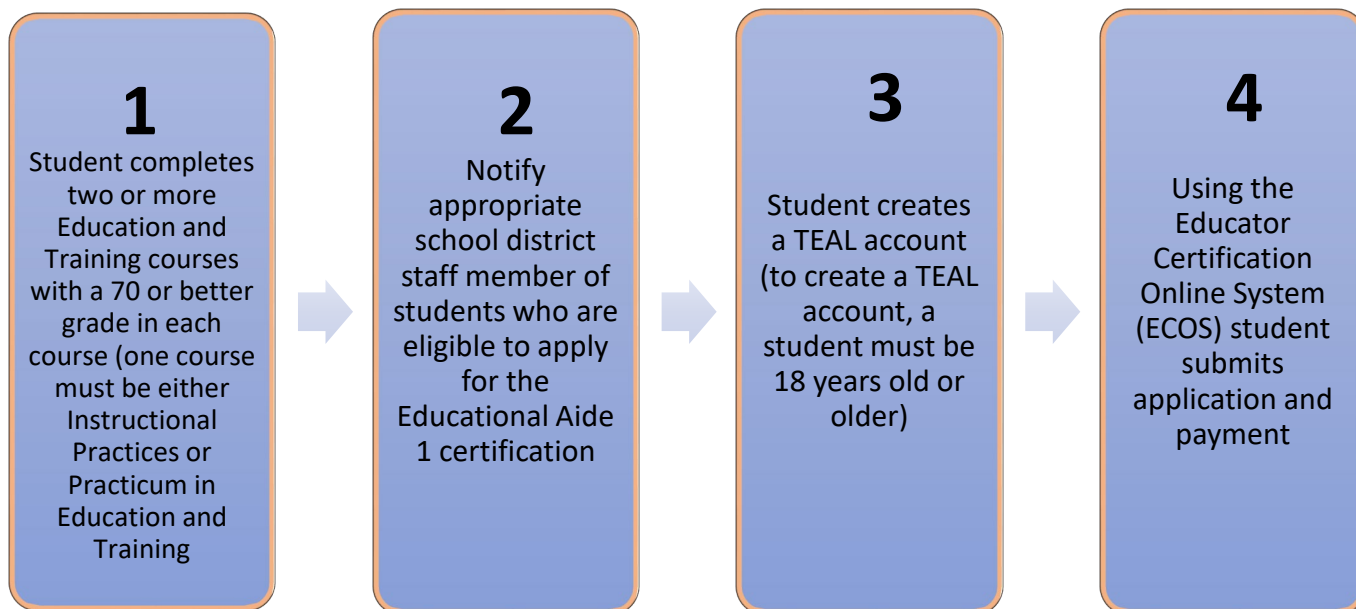


## Educational Aide I Certification Suggested Guidelines



The State Board of Educator Certification adopted amendments to the Educational Aide rules in February 2020. In April 2020 the State Board of Education approved the amendment to the rules which will become effective on May 24, 2020. The amendments to §230.55 add the word “either” to provide options for individuals seeking the educational aide I certificate and provide that educational aide level one is the only educational aide credential approved by the SBEC to serve as an industry-based certification. The industry-based certification would allow students to earn relevant credentials after completing career and technical education courses while allowing schools to accurately reflect career readiness in their accountability measures. The amendment outlines the requirements for issuance of an educational aide I certificate for industry-based certification. See below:

### **§230.55. Certification Requirements for Educational Aide I.**

An applicant for an educational aide I certificate shall meet the requirements in either paragraphs (1) and (2) of this section or paragraphs (3) and (4) of this section as follows:

- (1) hold a high school diploma, the equivalent of a high school diploma, or higher; and
- (2) have experience working with students or parents as approved by the employing superintendent. Experience may be work in church-related schools, day camps, youth groups, private schools, licensed daycare centers, or similar experience ; or
- (3) be a high school student 18 years of age or older; and
- (4) have a final grade of 70 or better in two or more education and training courses specified in Chapter 130, Subchapter E, of this title (relating to Education and Training) for three or more credits verified in writing by the superintendent of the district where the credits were earned. The education and training courses must include either:
  - (A) Instructional Practices, as described in §130.164 of this title (relating to Instructional Practices (Two Credits), Adopted 2015); or

(B) Practicum in Education and Training, as described in §130.165 of this title (relating to Practicum in Education and Training (Two Credits), Adopted 2015)

**1** Student completes two or more Education and Training courses with a 70 or better grade in each course (one course must be either Instructional Practices or Practicum in Education and Training).

Current high school students must have a final grade of 70 or better in two or more education and training courses specified in Chapter 130, Subchapter E, of this title (relating to Education and Training) for three or more credits verified in writing by the superintendent of the district where the credits were earned. The education and training courses must include either Instructional Practices or Practicum in Education and Training.

- a. The courses included in Chapter 130, Subchapter E include:
  - i. Principles of Education and Training
  - ii. Human Growth and Development
  - iii. Instructional Practices
  - iv. Practicum in Education and Training
- b. Verified in writing by the superintendent of the district where the credits were earned. The written verification may be:
  - i. a letter of verification developed by the school district
  - ii. a school district transcript signed by the superintendent
- c. The document may be uploaded with the application in the Educator Certification Online System (ECOS).
- d. The qualifying student must be 18 years old at the time of application
  - i. A student may not request a TEAL account unless they are 18 years of age or older.
  - ii. If the student becomes 18 after graduating from high school, the student may submit the application upon becoming 18 years old.

**2** Notify appropriate school district staff member of students who meet the requirements and are eligible to apply for the Educational Aide 1 certification.

A school district process should be developed to facilitate notification of eligible students to the appropriate school district staff member.

- a. A school district staff member must enter basic profile information online before an educational aide applicant will have the ability to apply for his/her certification.
- b. This process pertains only to first-time applicants for an educational aide certificate. Persons who are applying for additional educational aide certification, renewal of a Standard Educational Aide certificate, or a duplicate of a prior certificate will be able to apply without the assistance of an employing school district.
- c. The process should be established by the school district and may vary by school district. The process
  - i. may consist of the Education and Training teacher providing a list of eligible students to the school district Human resources department.
  - ii. may require documentation to accompany the list such as a transcript or letter of verification from the Education and Training teacher.

### 3

Student creates a TEAL account (to create a TEAL account, a student must be 18 years old or older).

TEAL (TEA Login) is the security gateway to Texas Education Agency (TEA) web resources. To access your Educator Account, you will need a TEAL profile that is set up with access to your profile in the Educator Certification Online System (ECOS).

Follow the hyperlink for detailed [TEAL and ECOS Access Instructions for Educators](#).

### 4

Using the Educator Certification Online System (ECOS) student submits the Educational Aide application and payment.

When the system-generated email that will be sent to the email address you provided when you submitted a request for TEAL access arrives, read it carefully and follow the instructions to access TEAL. From there, you will be able to access your Educator Account in ECOS. . The email is sent from a TEAL Admin address.

Follow the hyperlink for detailed [TEAL and ECOS Access Instructions for Educators](#).

## Additional Information

### Industry based Certification Reimbursement

- a. If the student is 18 years old, follow the [Educator Certification Online System](#) procedure to submit the Educational Aide 1 application. The required payment is \$17 for application processing and \$40.25 for state required fingerprinting.
  - i. The LEA may submit payment for the Educational Aide 1 application on behalf of the student and then follow the process for [IBC Reimbursement](#) or
  - ii. The student may submit the payment and provide school district requested documentation for student reimbursement of fees paid if applicable.
  - iii. The school district will determine the specific reimbursement requirements for students in order to comply with the State [IBC Reimbursement](#) requirements.
- b. If the student is not yet 18 years old, the student will need to complete the application procedure upon becoming 18 years old.
  - i. If the student becomes 18 years old by August 31, the student certification may meet the requirements for State [IBC Reimbursement](#).
  - ii. If the student becomes 18 years old after August 31, the certification is not reimbursable through the State [IBC Reimbursement](#) program.
  - iii. The school district should create and communicate the school district process for student reimbursement.
- c. Fingerprinting
  - i. The fingerprinting fee is not reimbursable through the IBC Reimbursement process.
  - ii. The school district may choose to reimburse the fingerprinting fee from a different allowable source of funds.