

OUT-OF-COUNTRY APPLICATION CHECK LIST

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). Here you can update contact information, submit applications and fees, check the status of received documents and processed applications online.

If you do not have a social security number, please submit a TEA [help desk ticket](#) to Educator Certification with a copy of your current passport. You will be assigned a temporary P number to create your TEAL account. After you are assigned a P-Number you will follow the steps to create your TEAL account.

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 passport 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.

IMPORTANT NOTE: While a P-number can be assigned to create a TEAL account and apply for access to ECOS Educator to initiate the out-of-country credentials review process, a social security number will be required to complete the fingerprinting process to qualify for issuance of a certificate.

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 your changes.

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

SUBMIT ONLINE APPLICATION FOR A REVIEW OF CREDENTIALS

If you are fully certified from another country, meaning you are a licensed teacher in another country and you completed a teacher preparation program, you may apply as an out-of-country certified applicant to have your credentials reviewed. The review of credentials application is required to have out-of-country documents reviewed for eligibility of a Texas certificate. Your credentials will not be reviewed without the application and non-refundable fee of \$164.00.

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PAY \$164.00 REVIEW OF CREDENTIALS APPLICATION FEE

Additional fees that are not included.

- One-Year Certificate \$52.00 – to be applied for if needed for employment purposes and eligible. This certificate is optional and requires completion of fingerprinting and demonstration of English language proficiency for issuance.
- Standard Certificate \$78.00 – to be applied for when eligible and requires completion of fingerprinting and demonstration of English language proficiency for issuance.
- Fingerprinting \$40.25 – payment access will initiate if you have a social security number and when any type of certificate application is submitted online.

STEP 2: SUBMIT REQUIRED DOCUMENTS

OFFICIAL FOREIGN CREDENTIAL EVALUATION FROM A TEA APPROVED ENTITY

- The evaluation must be course-by-course verifying that you hold a degree comparable to a U.S. bachelor's degree or higher.
- The evaluation must include educational coursework and a teaching practice, or practicum.
- The evaluation must also include the certificate or credential issued by another country, including the effective date and validity period of the certificate, certification areas, and grade levels.
- On the application form, indicate the "Texas Education Agency" for purpose of evaluation.
- Foreign transcripts are not accepted for review.
- The course-by-course evaluation can be sent directly from your institution or servicer via email to OSC75@tea.texas.gov. We will not accept an emailed foreign credential evaluation from you.

ENGLISH LANGUAGE PROFICIENCY – REQUIRED FOR CERTIFICATE ISSUANCE

Educators are required to demonstrate English language proficiency by fulfilling **one** of the following requirements.

1. Completion of an undergraduate or graduate degree at an institution of higher education in the United States, not including US Territories.
2. Completion of an undergraduate or graduate degree at an institution of higher education in a [country outside of the United States approved by the State Board for Educator Certification \(SBE\)](#).
3. Verification of satisfactory scores on the [Test of English as a Foreign Language Internet-Based Test \(TOEFL iBT\)](#). The required minimum passing score on each section of the test are: Speaking 24, Writing 21, Reading 22, and Listening 22. Only official score reports received directly from ETS will be accepted. Please use the **entity code 8225 to have scores submitted directly to our office.**

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- The TOEFL Essentials Test is **not** an acceptable exam to meet English language proficiency requirements.

English language proficiency is not required at the time of review but is required to be eligible for issuance of a Texas Educator Certificate.

Supplemental documentation cannot be used in lieu of this requirement. Please do not send any documents not listed above as this may delay processing. Cover letters, resumes, diplomas, or other unrequired documents are not accepted as proof of English language proficiency.

APPLICATION IN LINE FOR REVIEW

Once a complete application and payment is submitted online, your request goes into a queue for processing. TEA cannot take action on the request for a review of out-of-country credentials until we have received the required documents. A complete application includes

- Online application
- \$164.00 fee
- Original foreign credential evaluation

A certificate cannot be issued without completion of fingerprinting and demonstration of English language proficiency.

Please allow several weeks for processing complete applications. Peak periods between the months of April and September may cause longer processing time.

CHECK “MY DOCUMENTS”

Before contacting TEA to check on the status of your request, please check your “My Documents” tab for updated information.

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 several weeks once all required documents are received. Processing time may be longer during peak periods, between the months of April and September.
- **No** – It is possible your documents are still being processed and uploaded to your account. Documents can take between 1-2 weeks for processing 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. Processing time may be longer during peak periods, between the months of April and September.

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STEP 4: REVIEW RESULTS

TEA RESULTS OF REVIEW OF CREDENTIALS

- When your documents have been reviewed, your application status will change from “Applied” to “Complete.”
- You will be emailed a courtesy notification indicating a new document is available to view. Please check junk and spam folders for your notification email with the subject line “New Letter in your ECOS account”.
- 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).

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, nonrenewable certificate, you must complete all appropriate examinations for each certification area desired.
- The One-Year Certificate will expire 12 months from the effective date if it used or not.
- The One-Year Certificate cannot be renewed or extended.
- A One-Year Certificate does not guarantee employment.

REQUIREMENTS FOR CERTIFICATE ISSUANCE

- Your 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.
- English language proficiency is required to be eligible for issuance of a Texas Educator Certificate. Please review English language proficiency requirements under step 2.

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STEP 6: TESTING

REGISTER FOR EXAM(S)

If you are required to take exams to obtain a Standard renewable certificate you will be eligible to register for the appropriate exams after your credential review is complete.

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

STEP 7: APPLY FOR YOUR STANDARD CERTIFICATE

SUBMIT OUT-OF-COUNTRY STANDARD APPLICATION ONLINE

The standard certificate is issued to an individual who has completed all requirements for a Texas educator certificate. Upon completion of testing and proof of oral English language proficiency, if required, you may apply for the standard certificate in your ECOS account

- From the educator main menu, click on "Applications," then on "Out-of-Country Certified Applicants." This will take you to the "Educator Out-of-Country Certification Menu." Go to the bottom of the page, click "Continue." The next page will be "Application for Certified Out-of-Country Applicants."
- Complete the questions on the Applicant's Affidavit then continue to "Educator Out-of-Country Application for Certificate" screen and scroll to the bottom of this page. Click on the box for a "Standard Certificate-\$78," and then follow the prompts to complete the process.

PAY \$78.00 FEE

Your application will not be processed until the application fee is paid. After your application and fees are submitted online and fingerprinting is complete, please allow 5-7 business days to process your application. 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 if application for a certificate is submitted to TEA.

- One-Year Certificate (Optional)
- Standard Certificate

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A social security number is required to begin the fingerprinting process.

Once the fingerprinting payment is paid online you will receive a pre-enrollment email from Identogo (nobody@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 completion of the fingerprinting process should be submitted via TEA Help Desk ticket, or by calling 512-936-8400, option 3.

□ 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.

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. You always want to make sure the "official record date" at the bottom shows the present date.