A blurred background image of a classroom. A teacher in a white shirt is on the left, interacting with a group of diverse young students sitting on the floor. The students are looking towards the teacher, and some are clapping. The room is decorated with colorful posters and flags on the wall.

Visiting International Teacher Instructions Guide for ISD Staff

Texas Administrative Code

§230.41. Visiting International Teacher Certificates.

(a) For purposes of this subsection, Visiting International Teacher Program is defined as a J-1 Visa Exchange Visitor Program officially approved by the United States Department of State.

(b) The State Board for Educator Certification will issue a visiting international teacher certificate to an individual who meets the conditions and requirements specified in this subsection. The individual must:

- (1) meet appropriate requirements prescribed in §230.11(b)(1)-(4) of this title (relating to General Requirements);
- (2) be recommended for certification by a school district participating in a Visiting International Teacher Program;
- (3) hold valid teaching credentials from the country of origin based, at a minimum, on the equivalent of a bachelor's degree issued by an institution of higher education in the United States accredited or otherwise approved by an accrediting organization recognized by the Texas Higher Education Coordinating Board or by the U.S. Department of Education;
- (4) demonstrate English language proficiency and subject matter competence in subject area(s) taught, as verified by the Visiting International Teacher Program sponsor and the employing school district;
- (5) have criminal activity clearance from country of origin;
- (6) pay appropriate fee prescribed by §230.101 of this title (relating to Schedule of Fees for Certification Services); and
- (7) submit fingerprints in accordance with §232.35(c) of this title (relating to Submission of Required Information) and the Texas Education Code, §22.0831.

(c) School districts that recommend educators for visiting international teacher certificates agree to provide the visiting international teachers with intensive supervision consisting of structured guidance and regular ongoing support through a mentoring program.

(d) The Texas Education Agency (TEA) staff shall establish reasonable procedures to implement this section.

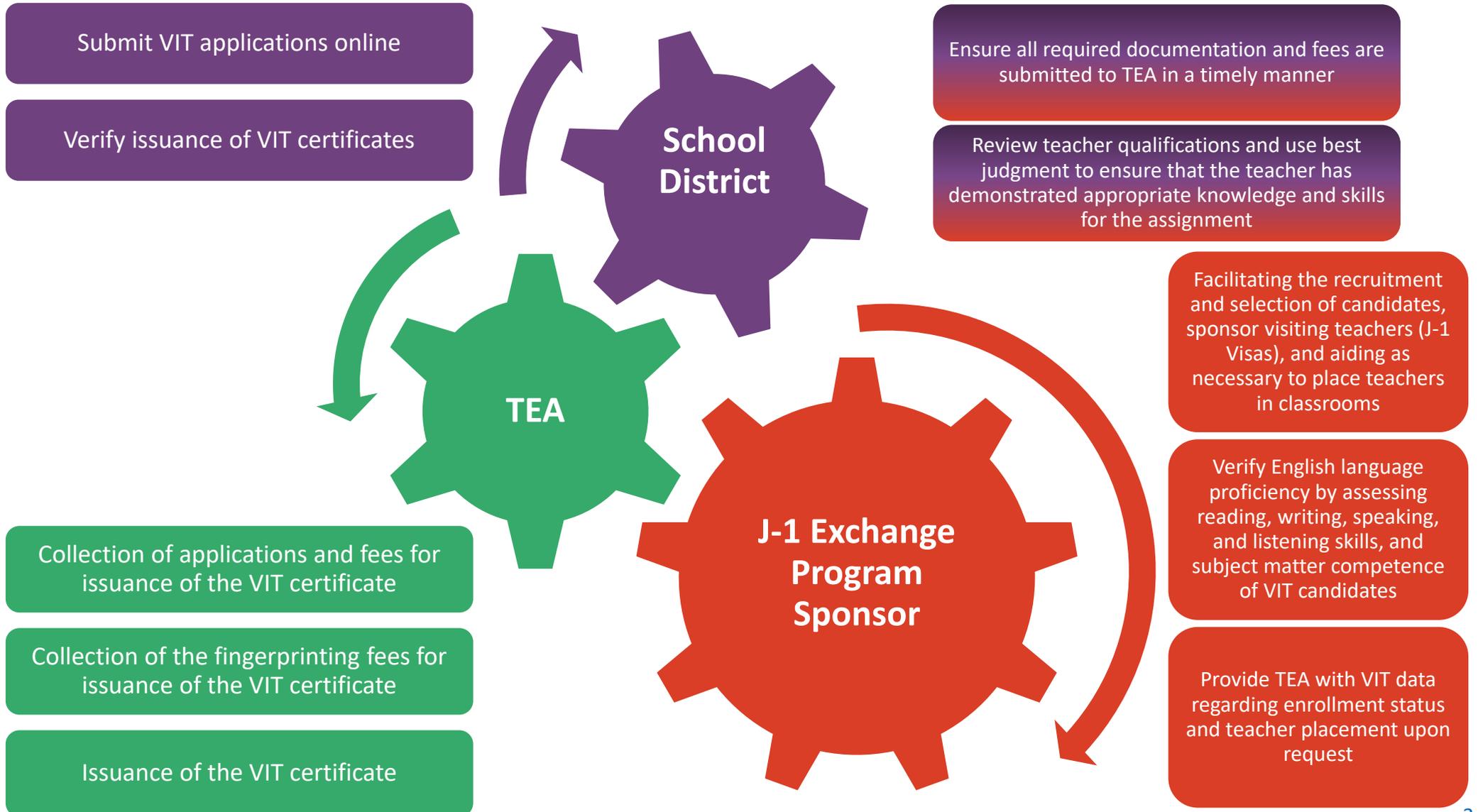
(e) The visiting international teacher certificate is valid for three years and may be extended two additional years, for a maximum total of five years, for all candidates actively enrolled in and in good standing with a Visiting International Teacher Program as verified by the employing school district.

(f) Issuance of a visiting international teacher certificate does not prohibit issuance of a one-year certificate following a successful review of credentials, as specified in Chapter 245 of this title (relating to Certification of Educators from Other Countries).

Statutory Authority: The provisions of this §230.41 issued under the Texas Education Code, §§21.003(a), 21.031, 21.041(b)(1)-(5) and (9); 21.051; and 22.0831(c) and (f).

Source: The provisions of this §230.41 adopted to be effective August 12, 2012, 37 TexReg 5753; amended to be effective December 27, 2016, 41 TexReg 10309; amended to be effective December 23, 2018, 43 TexReg 5470.

Roles and Responsibilities



A photograph of a school staircase with several students walking. The students are wearing backpacks and casual clothing. The staircase has metal railings and is set against a large window that looks out onto a green landscape. The image is slightly faded to allow the text to be read clearly.

**Who is eligible for
a VIT certificate?**

Who is eligible for the VIT certificate?

J-1 Visa Visiting International Teachers

- Who are actively enrolled with a J-1 Visa Exchange Visitor Program
- The J-1 Visa Exchange Visitor Program must be officially approved by the United States Department of State **and** TEA office of Educator Preparation and Certification.

Out-of-Country certified educators who are **not actively participating in a J-1 Visa Exchange Visitor Program are **not** eligible for the VIT certificate.*

J-1 Visa Visiting International Teachers

- Who have been issued an initial visiting international teacher certificate valid for three years.
- Who are actively enrolled and in good standing with a Visiting International Teacher Program as verified by the employing school district.



How to request a new TEAL user account





Search

Search tea.texas.gov



[A - Z Index](#) [Contact](#) [Employment](#) [Sign Up for Updates](#) [TEA Correspondence](#)



About TEA



Texas Schools



Academics



Finance & Grants



Reports & Data



Student Assessment



Texas Educators

Texas Home Learning

TEA developed Texas Home Learning - a fully optional suite of resources for Texas educators - to support student learning in both in-person and remote settings during COVID 19.

[LEARN MORE](#)



[Coronavirus \(COVID-19\)](#)

[2020 Annual Report](#)

[Texas Home Learning](#)

How to request a new user (TEAL) account

Visiting teachers should request their own TEA Login account after they obtain a social security number.

The name entered here should match the educators name listed on the current state ID or passport.

TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password: [Show Password](#)

Login

[Forgot your password?](#)
[Forgot your username?](#)

Texas Education Agency User and Access Management

NOTICE:

If you completed this form previously and have a TEA Login (TEAL) user account, requesting an additional account can cause a denial of access or delay in account setup.

If you need assistance with access to an existing user account, please go to <https://txeduagency.zendesk.com> and click [Submit a Request](#).

First Name:
Middle Name:
Last Name:
Suffix:

* Primary Email Address: All notifications will be sent to this address.

* Verify Primary Email Address:

Secondary Email Address: If the primary email address becomes invalid, the security-code can be sent to your secondary email address to reset your password.

* Birth Month: The month of birth (1-12)

* Birth Day: The day of the month of birth (1-31)

* Organization Type: Educator The user's organization type.

[Click here for Organization Type descriptions](#)

Job Title:

Please enter the following information in order to search for an existing Educator account that belongs to you.

IMPORTANT!!!

When setting up a new TEAL account, you must enter your name exactly as it appears on your state ID card. Existing educators- the first and last name entered here must match exactly with the name on your educator records, or you will not be able to access your educator account.

How to request a new user (TEAL) account

SSN or P number:

Confirm SSN or P number: Please type the SSN or P number to confirm. Copy and Paste is not allowed.

OR

TEA ID:

Confirm TEA ID: Please type the TEA ID to confirm. Copy and Paste is not allowed.

AND

* Birth Year: YYYY

Confirm Birth Year: YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

The educator's social security number should be entered here. No spaces or dashes.

* Phone Number: Must include area code.

Cell Phone Number: Must include area code. Standard data/messaging rates may apply. Cell phone number can be used for password resets.

* Street Address:

* City:

* Country:

* State:

* Zip or Postal Code:



Complete TEA Login (TEAL) setup

Educator Certification Online System for Educators

Educator Certification Online System for external educator users

★ Please click the "View My Educator Certification Account" link below.

[View My Educator Certification Account](#)

TEA ID: [redacted]



TEA ID: [redacted]
*First Name: [redacted]
Middle Name: [redacted]
*Last Name: [redacted]
Maiden Name: [redacted]
Suffix: [redacted]

*Gender: [redacted]
*Date of Birth: Month [redacted] Day [redacted] Year [redacted]
*Phone Number: [redacted]
*Ethnicity/Race: [redacted] [Select/Update Ethnicity](#)
Driver License #: [redacted]
*DL State: [redacted]

Your name must appear exactly as it appears on your valid state ID. The way your name appears in your profile is how your certificate will read.
For a change or correction of name, gender, or date of birth, please follow the name change instructions on the [TEA website](#).

*Mailing:

United States and other US Territories Foreign Address

*Address: [redacted]
Include your apartment, suite number OR PO Box, if applicable
*City: [redacted]
*State: [redacted]
*Zip Code: [redacted] - [redacted] (12345-1234)
Country: UNITED STATES

*Address: [redacted]
*City or Locale: [redacted]
Province Abbreviation: [redacted] (if applicable)
*Postal Code: [redacted]
*Country: [redacted]

*Billing: Check here if same as mailing

United States and other US Territories Foreign Address

*Address: [redacted]
Include your apartment, suite number OR PO Box, if applicable
*City: [redacted]
*State: [redacted]
*Zip Code: [redacted] - [redacted] (12345-1234)
Country: UNITED STATES

*Address: [redacted]
*City or Locale: [redacted]
Province Abbreviation: [redacted] (if applicable)
*Postal Code: [redacted]
*Country: [redacted]

Email and contact information is required. We use email as the primary method to communicate with you. Status changes, reminders and other actions pertaining to your credentials will be communicated to you with this email address.
You can update your email address in TEAL by selecting the "Exit ECOS" option at the top of this page, then selecting "Edit My User Information" on the left side of the TEAL page.

*Email: [redacted]

*Required Fields

The educator may enter 0000000 if they do not have a state ID.





VIT Online Application

VIT Online Application



VIT applications are submitted online via the Educator Certification Online System for Entities (Green Screen).

School district personnel will need ECOS Entities access to submit the VIT application.



VIT initial and extension applications are submitted on behalf of the educator by the employing school district.

Only approved partnering school districts have access to the VIT application. If you do not have access to view the VIT options, please submit a help desk ticket to [Educator Certification](#).



Visiting International Teachers are expected to upload a copy of their DS-2019 or Good standing letter directly to their educator account.

Detailed [instructions for uploading documents](#) can be found at the bottom of the "My Documents" page.

VIT Online Application Requirements



Initial Application Requirements



Online application



\$78 application fee



\$40.25 fingerprinting fee & complete fingerprints



Copy of DS-2019 or Good Standing Letter



Extension Application Requirements



Online application



\$78 application fee



Fingerprinting complete status



Current copy of DS-2019 or Good Standing Letter.

How to Submit the VIT Application Online

TEA
Texas Education Agency

Educator Certification Online System (ECOS)

Logged in as: Jenn Rivera | AUSTIN ISD (227901)

Main Menu

- Permits
- View Payment History
- Educational Aides
- Visiting Int'l Teacher**
 - VIT List
 - Apply for VIT
- Fingerprinting
- Career & Technology
- Approved Programs
- Educator Information

Educator Search

The applicant/educator's name must appear exactly as it appears on their valid state ID

You may search for the educator by entering the SSN number or by TEA ID

Social Security Number:

-- or --

TEA ID:

If a new SSN is to be created, enter an SSN and click this checkbox.
Create with Given SSN

Search

From the Educator Certification Online System (ECOS) main menu, select the **Visiting Int'l Teacher** tab.



Click on the **Apply for VIT** button



Enter the educator's social security number **or** TEA ID number.

How to Submit the VIT Application Online

Educator Profile Setup

Please verify this is the **CURRENT** home address for this educator. The Educators email address is also **REQUIRED**.

Social Security Number:

*First Name:

Middle Name:

*Last Name:

Maiden Name:

*Gender:

*Ethnicity:

*Date of Birth: Month: Day: Year:

Driver License Number:

Driver License State:

*Address:

Address 1:

Address 2:

*City:

*State/Province:

*Country:

*Zip/Postal Code:

Phone Number:

*Email Address:

The educator's email address is required. We use email as the primary method to communicate with the educator. Status changes, reminders, fingerprint information and other important actions pertaining to the educator's credentials will be communicated to them with this email address.

[Continue](#)

*Required Fields

If the educator has created their TEAL account, the next page will display the Educator Profile Setup.



Demographic information will be prepopulated for you based on the information already entered by the educator when they set up their TEAL account.



Click [Continue](#) at the bottom of the page.

How to Submit the VIT Application Online

Educator Affidavit Setup

Has this educator ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction?

Yes No

Has this educator ever been investigated by a licensing authority or had a license, certificate, or permit revoked, denied, suspended, or subject to any other sanction in Texas or any other state?

Yes No

Applicant's Affidavit:

"I, _____, an authorized representative of _____ ISD, verify that I have entered on-line, truthfully and correctly, the information regarding this Visiting International Teacher application.

I verify this educator has fulfilled all requirements for issuance of the Visiting International Teacher Certificate, to include the following:

1. Holds a valid teaching credentials from the country of origin based on the equivalent of at least a United States baccalaureate degree ;
2. Has met general requirements prescribed in 19 TAC 230.11, including demonstrated English language proficiency;
3. Has criminal activity clearance from the country of origin;
4. Has demonstrated subject matter competence in the subjects(s) taught, as defined by the Texas Education Agency in compliance with federal requirements.

I verify that the school district will provide the educator with intensive supervision consisting of structured guidance and regular and ongoing support."

Continue

The next page is the Educator Affidavit Setup.



Click Yes or No for the first two questions.

- If "Yes" is selected, you will be asked to provide a short response for TEA staff to review.



Review the Applicant's Affidavit and click **Continue** at the bottom.

How to Submit the VIT Application Online

Entity Visiting International Teacher Details

Application Information

Name: _____

SSN: _____ [View Credentials Held](#)

Effective Date: *

Teaching Exchange Program(Sponsor): *

Current Degree Information

No degree on record.

New Degree Information

Highest Degree Earned:

Date Conferred:

Texas Institution:

Or Out Of State Institution:

State:

Select Certificate

Initial Visiting International Teacher certificate.

1st Extension of Visiting International Teacher certificate.

2nd Extension of Visiting International Teacher certificate.

The next page will display the Entity Visiting International Teacher Details.



Fill in the requested information.



Click **Submit** at the bottom.

How to Submit the VIT Application Online

Entity Visiting International Teacher List

Successfully recommended the educator for the VIT application.

School Year: 2021-2022 | Select only: All | Days to show: All | Refresh List

Show 10 entries | Search:

Name	Type	SSN	Application Date	Status	Pay Fee	FP Fee
A	Visiting International Teacher	297	6/7/2022 1:48:00 PM	Certified	Paid	
Araceli	Visiting International Teacher	297	6/7/2022 2:02:00 PM	Certified		
Danver	Visiting International Teacher	637	6/7/2022 11:29:00 AM	Certified		
James	Visiting International Teacher	999	6/7/2022 1:44:00 PM	Recommended		
Kaory	Visiting International Teacher	882	6/15/2022 2:31:00 PM	Submitted to TEA		
Sam	Visiting International Teacher	644	6/7/2022 11:37:00 AM	Certified	Paid	
Teryn	Visiting International Teacher	237	6/7/2022 11:54:00 AM	Certified	Paid	Paid

Showing 1 to 7 of 7 entries | Previous 1 Next

Once the application is submitted, you will be directed to the **Entity Visiting International Teacher List**.

This list allows you to check the status of submitted, pending and completed applications.

Checking the status of VIT Applications

Pending

- The application was not successfully submitted. Click on the teacher's name and complete the application.

Submitted to TEA

- The VIT application is successfully submitted to TEA.

Recommended

- TEA has reviewed the application and authorized the certificate for issuance, but the application is pending completed fingerprints or the VIT application fee. You may communicate to the educator to check their account for missing items.

Certified

- The VIT certificate has issued online.

What happens after I submit the VIT application?

The screenshot shows the TEA Educator Certification Online System (ECOS) interface. The user is logged in as 'Emily Tello' with TEA ID Number: 24. The page title is 'Educator Application Status'. A sidebar menu on the left includes 'Application/Fee Status' (highlighted with a red box), 'Fingerprint Status', 'Applications', 'View Certificates', 'View Examinations', 'My Documents', 'Approved Programs', 'Change Address', 'Satisfaction Survey', and 'Switch back to Admin'. The main content area contains the following text: 'You may pay for any pending applications on this page. They are listed below. TEA may notify you by email about these applications. No longer see your application? Have questions? Please check our [frequently asked questions](#) about an application you have submitted.' Below this is a table titled 'Current Requests for Emily Tello' with columns: Request Type, Application Date, Update Date, Entity, Fee, and Status. The table contains two rows: 'Visiting International Teacher Cert' (Application Date: 5/30/2022, Update Date: 5/30/2022, Entity: ISD, Fee: ** PAY ONLINE NOW., Status: Recommended) and 'Fingerprint Request (Non-Refundable)' (Application Date: 5/30/2022, Update Date: 5/30/2022, Entity: SBEC, Fee: ***PAY ONLINE NOW, Status: View Fingerprint Status). A red box highlights the 'Fee' column in the table. Below the table is a link: 'View all my Ecommerce transactions/Print a receipt.' The bottom right corner of the page indicates 'Release 10.3.9.0'.

Request Type	Application Date	Update Date	Entity	Fee	Status
Visiting International Teacher Cert	5/30/2022	5/30/2022	ISD	** PAY ONLINE NOW.	Recommended
Fingerprint Request (Non-Refundable)	5/30/2022	5/30/2022	SBEC	***PAY ONLINE NOW	View Fingerprint Status

Immediately after the VIT application is submitted, the educator will be able to login to their TEAL account and pay their application and fingerprinting fees online.

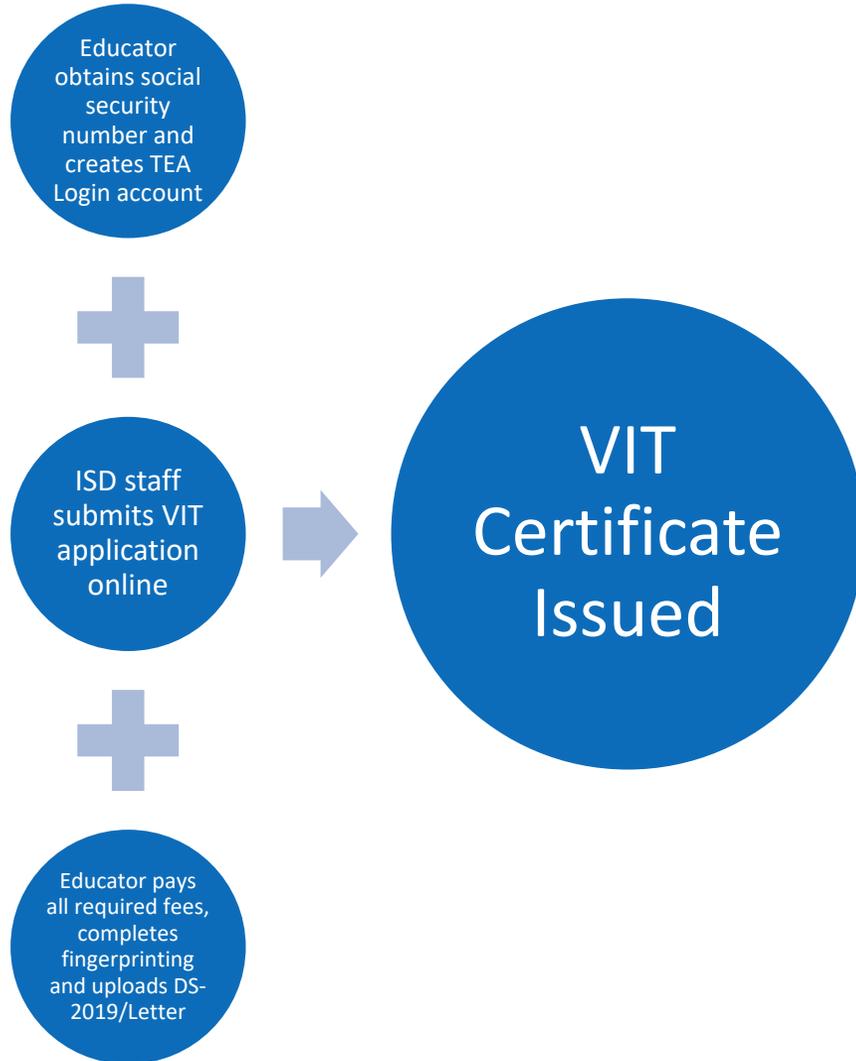


The VIT Certificate is \$78.00
The Fingerprinting fee is \$40.25



ISD staff may verify if payment was completed by the educator on the Entity Visiting International Teacher List.

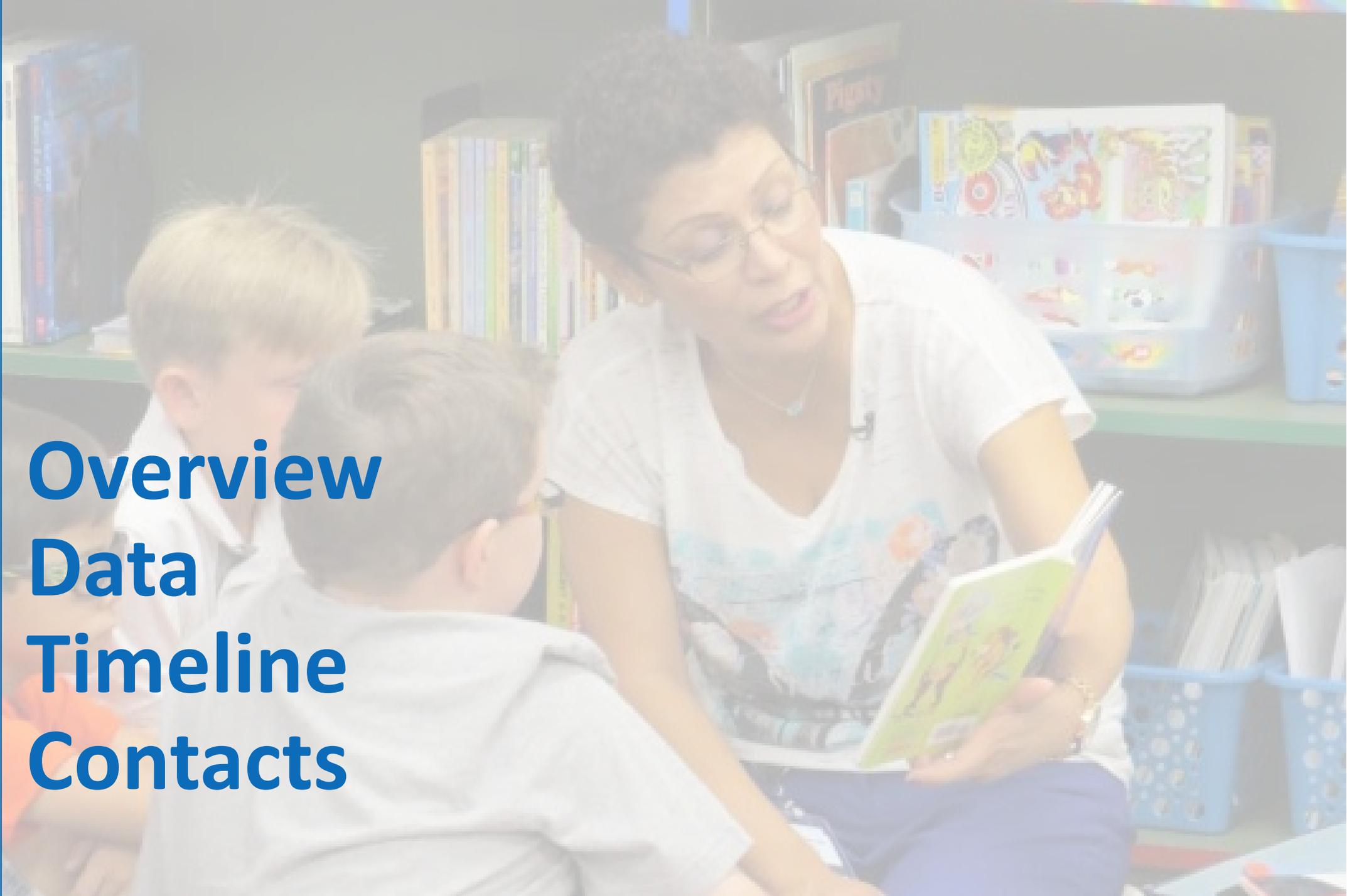
What happens after I submit the VIT application?



Allow 5-7 business days for the certificate to be processed and issued online once all required documents are received.

You may check the status of applications from the Entity Visiting International Teacher List.

Educators will receive an email notification if they are missing items, when a VIT application is submitted, and when the certificate is issued online.

A photograph of a female teacher with short dark hair and glasses, wearing a white t-shirt, sitting on the floor and reading a book to two young boys in a library or classroom. The background shows bookshelves filled with books and blue storage bins. The image is semi-transparent, allowing the text overlay to be visible.

Overview
Data
Timeline
Contacts

Current TEA Approved Visiting Teacher Program Sponsors

Region 13 Education Service Center	Spirit Cultural Exchange	Teachers Council	TPG Cultural Exchange	International Leadership of Texas	Alliance Abroad Group
GeoVisions	Global Educational Concepts	USA Employment	HRC International	Educational Services Inc.	Dallas Independent School District
Greenheart Exchange	HTP J-1 Visa Programs	Global Ambassador Programs	J-1 Visa Exchanges, Inc.	International Expert Resources	Cultural Vistas

Application Process Overview



Preparation

- Educator obtains a social security number
- Educator Creates a TEAL account

Submission

- ISD staff submits VIT application online
- Educator uploads a copy of their DS-2019

Payment

- Application and fingerprinting fees are paid online by the educator
- Educator schedules appointment to complete fingerprinting

Processing

- TEA staff reviews application and checks for fees paid and DS-2019.
- Notification letters are sent to the educator for missing items.
- Complete applications are processed as quickly as possible, and the VIT certificate is issued online.

Frequently Asked Questions

TEAL Account set up?

- Educators are encouraged to create their own TEA Login account. Educators must first obtain their social security number before setting up their TEA Login.

Educator process?

- Educators are expected to pay the application and fingerprinting fees via their online account. The educator will be able to pay application fees and schedule their fingerprinting appointment as soon as the VIT application is submitted online.

School Districts process?

- School district staff is responsible for submitting the VIT application online. VIT Applications should be submitted as soon as possible to avoid late issuance of the educators VIT certificate.

Extension process?

- VIT extensions are also submitted online. To be issued the VIT extension, educators must upload a current copy of their DS-2019 or Letter of Good standing provided to them by their program sponsor.

Eligible for a VIT extension?

- The maximum limit on a VIT certificate is 5 years. The VIT certificate is effective once issued and will expire, used or not. The applicant must be actively enrolled in the visiting teacher program

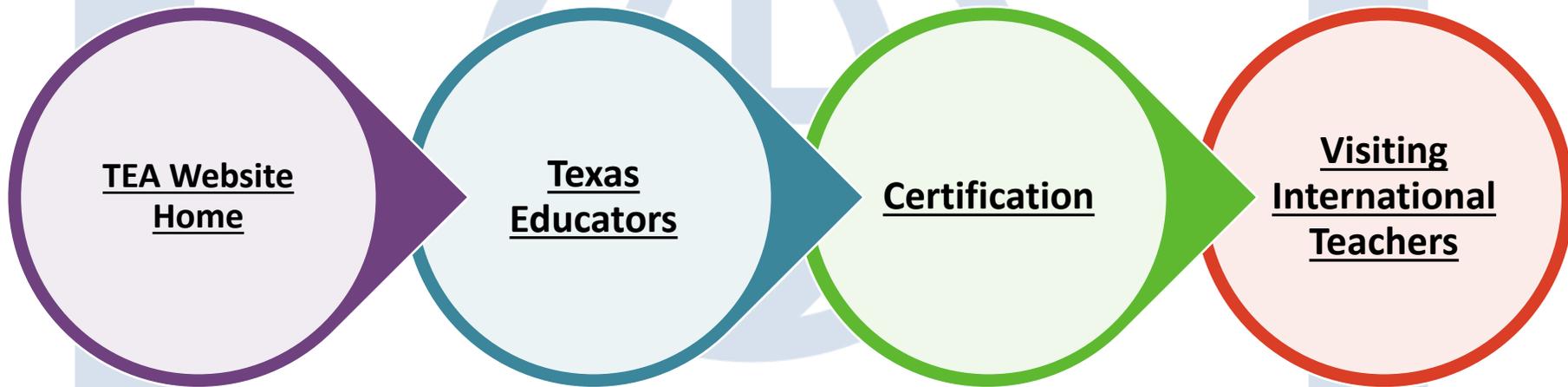
Out-of-Country Review of Credentials process?

- Out-of-country applicants who are applying for a review of credentials independently of a teacher exchange program should follow the application process outlined for [Out-of-Country certified educators](#).

Name Corrections?

- Educators may upload a copy of their current passport or state ID directly to their account. TEA Staff will correct the educators name at the time the VIT application is processed.

Visiting International Teachers Webpage



Questions? Submit a request to Educator Certification



Welcome to the TEA Help Desk! > [Submit a Request](#)

Submit a Request

Welcome to the TEA Help Desk!

Click on an icon below to look up information or submit your question to TEA staff. If you are unsure of which area to submit your request, please call 512-463-9734 and we will do our best to route your request to the right place.

For a quick orientation to the redesigned TEA Help Desk see the short [training video](#) or [quick reference guide](#).

TEAL Access Need access to your TEAL account?	Educator Certification and CPE Do you have educator related questions?	Educator Testing and Preparation Programs Have questions about educator testing or preparation programs?	Fingerprinting and Do Not Hire Registry Fingerprinting and Do Not Hire Registry
Grants Funding Questions	Certificate of High School Equivalency (TxCHSE) GED, HiSET & TASC	Texas Virtual School Network Help/Questions	Instructional Materials Have questions about instructional materials?

Educator Certification

[FAQs - Educator Certification](#)

- Why am I not seeing my updated certificate? I can't view my certificate.
- How Do I Print A Copy Of My Certification?
- Request a Name or Date of Birth Change on Your Certification Records

[More...](#)

Submit a Request

Request Form:

Your email address *

Subject *

Description *

Your Name (First & Last) *

Your Phone # (XXX-XXX-XXXX) *

Issue? *