
Below you will find frequently asked questions regarding the TEKS Certification process for 2023–2024.

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1. [Where on the Instructional Materials website do I find the TEKS Certification 2023–2024 Form and Survey?](#)

You will find links to the [TEKS Certification 2023–24 Form](#) and [TEKS Certification 2023–24 Survey](#) on the main Instructional Materials webpage and more details about the TEKS Certification 2023–24 Process on the State-adopted [Instructional Materials webpage](#).

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2. [When are office hours?](#)

We are hosting office hours on Tuesday, March 28, at 11:00 a.m. CDT. Please use this [link to register for office hours](#).

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3. [Where can I view the TEKS Certification 2023–2024 webinar?](#)

You can find a recording of the TEKS Certification 2023-2024 webinar on the [State Adopted Instructional Materials Webpage](#). The webinar is linked under “Additional Supports” towards the bottom of the page.

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4. [Why am I required to complete a form *and* a survey?](#)

As an agency, we aim to balance reporting requirements in statute with the burden reporting can create for districts. This year’s TEKS Certification Process was revised to streamline the collection of information and submission of certified responses. We made these updates based on learnings from last year’s process and on feedback from instructional materials coordinators across the state who represent both large and small local education agencies (LEAs).

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5. Does the Superintendent have to certify the TEKS form, or can the Deputy Superintendent over Academics certify it after the board approves it?

The TEKS Certification 2023–24 Form does not require a signature from the superintendent; the board president and secretary are required to sign the form. There is a separate section at the beginning of the TEKS Certification 2023–24 Survey where your LEA will enter your superintendent's name and email.

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6. Where do I upload the document after it goes before our board?

After the TEKS Certification 2023–24 Form is filled out and ratified by your local board, the next step is to use the information on the form to submit the electronic TEKS Certification 2023–24 Survey. This is a Qualtrics survey, and at the end you will upload the signature page (last page) of the form.

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7. What if we cannot submit the TEKS Certification 2023–24 Survey by May 1, 2023 (the recommended date to submit by)?

TEA recommends submitting the survey by May 1, 2023, to ensure you will be able to access EMAT and submit requisitions or disbursement requests when the system reopens for the 2023–24 school year in mid-May (EMAT will close on March 31, 2023, and is scheduled to reopen on May 15, 2023). Your LEA can submit the TEKS Certification 2023–24 Survey at a later date, but you won't have access to allotment funds until it is submitted. Forms submitted after May 1, 2023, will be processed within five business days.

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8. The TEKS Certification Survey times out before I am able to complete the survey. What can I do?

Should you have an issue with Qualtrics, below are some options to assist you:

You can [submit a Help Desk ticket](#) requesting a retake link; you can clear your cache/cookies; try a different browser; or confirm the internet connection is strong.

9. What browser works best with Qualtrics?

As stated on the Qualtrics website, “Qualtrics officially supports all of its web-based products on the following browsers: Apple Safari, Google Chrome, Microsoft Edge (Chromium Version) and Mozilla Firefox.”

10. Can I stop and return to my TEKS Certification Survey on Qualtrics?

Yes, if you have not cleared your browser’s history, you can leave and return to your survey.

11. For the TEKS Certification, there is a question about Phonics materials for K–3. We have not selected materials yet because we are waiting on the commissioner's list. How should I answer this question?

The TEA will be releasing information regarding products that comply with the phonics rule by the end of March 2023. If it’s possible to wait until its release, please do so. However, should you not be able to wait, please select “other – not listed” and share that context.

12. If "District Developed" is checked, we are to provide a brief description. How brief, and what details must be included?

Please share information such as if the materials were created from scratch or were modified from an existing product, and if so, which one.

13. Do we include information for AP classes, such as AP Biology, AP English Language Arts, or AP Statistics?

No, this is not a requirement.

14. When will TEA know about Social Studies, K–12 Proclamation? It's not on the adoption cycle.

The State Board of Education (SBOE) has not yet made a decision about when social studies will be added to a future proclamation.

15. Are there any new proclamation for 2023 in any content area?

The State Board of Education (SBOE) did not issue Proclamation 2023.

16. Do I only list the materials that I used Instructional Materials and Technology Allotment (IMTA) funds on?

No, please list all full-subject and supplemental materials used, no matter the source of funding. This will include grant funded pilots such as TCLAS or LASO.

17. What is the TEKS Resource System (TRS) Scope and Sequence?

The TEKS Resource System provides curriculum and assessment components aligned to the most current versions of the State Board of Education-adopted TEKS. You can find more information on the [TEKS Resource System webpage](#).

18. When will the TEA notify LEAs of their IMTA amount?

The IMTA funds will be announced as soon as we know that information after the close of the legislative session, and there will be a To the Administrator Addressed. In years past, it has been late summer, but we won't know until the session ends.

19. What is the definition of full-subject and supplemental materials?

Supplemental Materials: Materials not designed to cover 100% of the TEKS but designed to complement, enrich, and/or extend supports in a particular subject and/or grade band.

Full-subject instructional materials: Full sets of materials designed to provide the teacher with everything needed to cover 100% of the Texas Essential Knowledge and Skills (TEKS) in a grade level/band, including scope and sequence, daily lesson plans, and student materials.

20. When listing supplemental materials, should I include Tier 1, 2 and 3 materials, even if all materials are not used by all students?

Yes, supplemental may include Tier 2 and Tier 3 materials.

21. When will EMAT close?

You will continue to have access to EMAT, but an LEA will not have access to IMTA funds from April 1, 2023 – mid-May 2023.

22. Where can I find more information on how to use EMAT?

You can find information on how to order materials on the [Instructional Materials webpage](#).

23. Will unused IMTA funds be available as soon as EMAT reopens in May?

Yes, unused fund will be available to you as soon as you submit the TEKS certification form, after EMAT reopens in mid-May.

24. Can an LEA access their funds prior to September 1, 2023?

Until new funds are made available, LEAs may use unexpended funds (carry-over funds) for allotment expenditures, including newly adopted instructional materials, continuing contracts, technological equipment, and technology services. If carry-over funds are not available, LEAs may order materials through requisitions for up to 80% of their 2024–2025 allotment funds through the delayed-payment option. Publishers that have agreed to receive delayed payments are identified in EMAT.

25. How will districts be notified of the amount of IMTA funds that will be received in September?

Allotment amounts are usually announced through To the Administrator Addressed Correspondence (<https://tea.texas.gov/about-tea/news-and-multimedia/correspondence>). You can use the link above to sign up to receive those updates.
