

MILITARY VETERANS, FIRST RESPONDER, AND COMMUNITY COLLEGE OF THE AIR FORCE (CCAF) INSTRUCTOR

Effective September 1, 2023, the 88th Texas Legislature passed House Bill 621 establishing provisions for a three-year temporary, non-renewable certificate for military veterans, peace officers, fire protection personnel, emergency medical services personnel, and Senate Bill 544 establishing a one-year, temporary certificate for certain instructors for the Community College of the Air Force.

*Military veterans or active duty military members may be exempted from certain fees as outlined in the detailed checklist, which can be found at this [link](#).

*Instructors for the Community College of the Air Force must first enroll in a Texas approved educator preparation program prior to applying to obtain the one-year certificate.

*After reviewing this entire document, if you need additional assistance or have questions, you may contact Educator Certification at 512-936-8400, option 2.

INFORMATION

Military Veteran

An individual who is a military veteran may be issued a one-time nonrenewable three-year temporary certificate for career and technology education through provisions of House Bill 621 (HB 621), 88th Texas Legislature Regular Session, 2023, if the following requirements are met:

- has served in the armed forces of the United States and was honorably discharged, retired, or released from active duty; and,
- hold an associate's degree from an accredited institution of higher education and 48 months of active-duty military service; or,
- hold a bachelor's degree, which includes 60 semester credit hours completed at a public or private institution of higher education with a minimum grade point average of at least 2.50 on a four-point scale.

First Responder (Peace Officer, Fire Protection Personnel, and Emergency Medical Services Personnel)

An individual who has served as a first responder and meets the requirements below, may qualify for a one-time nonrenewable three-year temporary certificate for career and technology education, through provisions of HB 621, if the following requirements are met:

- served as a first responder and, while in good standing not because of pending or final disciplinary actions or a documented performance problem, retired, resigned, or separated from employment as a first responder; and,
 - hold an associate degree from an accredited institution of higher education and 48 months of service as a first responder; or,
 - hold a bachelor's degree, which includes 60 semester credit hours completed at a public or private institution of higher education with a minimum grade point average of at least 2.50 on a four-point scale.
- ❖ **Special note:** Military Veterans, Peace Officers, Fire Protection Personnel, and Emergency Medical Personnel must enroll in an educator preparation program (EPP) to obtain the standard certificate.

Community College of the Air Force Instructor

An individual who has served as a full-time instructor for the Community College of the Air Force may qualify for a one-time nonrenewable one-year temporary certificate, through provisions of Senate Bill 544 (SB 544), 88th Texas Legislature, Regular Session, 2023, if the qualifications below are met:

- Submit documents for military exemption review as referenced on the Military Community webpage at the TEA website found at this [link](#); and,
- hold a bachelor's degree as defined in 19 TAC §227.10 found at this [link](#) relating to Admission Criteria; and,
- have at least two semesters' experience as a full-time instructor for the Community College of the Air Force; and
- be currently enrolled in a Texas-approved educator preparation program found at this [link](#).

STEP 1: ESTABLISH AN ACCOUNT

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.

1. Go to <https://tealprod.tea.state.tx.us> (**Google Chrome is the preferred and supported browser**).
2. Click "Request New User Account".
3. Complete the online form. Be sure to input your name exactly as it appears on your driver's license 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.

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 changes.

STEP 2: SUBMITTING REQUIRED DOCUMENTS

FOR MILITARY VETERANS/FIRST RESPONDERS

- Upload a copy of your professional licenses as applicable directly to the "My Documents" section of your educator account (FPP – First Responders, POL – Police Officers, EMP – Emergency Medical Personnel License, and MIL – Military Veteran DD214).
 - A legible screenshot of the document is acceptable for review.
 - If you have more than one license, please upload a separate copy for each license.
- Official Transcript
 - You must contact your institution or servicer to request official transcripts. Official transcripts can be sent directly from your institution or servicer via email to OSC75@tea.texas.gov. Transcripts emailed from the educator are not accepted.
- Verification of Experience as a first responder. Experience can be submitted directly from your employer via email to OSC75@tea.texas.gov. Experience documents will not be accepted from the educator.

FOR COMMUNITY COLLEGE OF THE AIR FORCE (CCAF) INSTRUCTORS

- Upload a copy of educator preparation program enrollment confirmation directly to the “My Documents” section of your educator account (CCAF - CCAF EPP Enrollment Completion Form).
- Official Transcript
 - You must contact your institution or servicer to request official transcripts. Official transcripts can be sent directly from your institution or servicer via email to OSC75@tea.texas.gov. Transcripts emailed from the educator are not accepted.
- Verification of Experience showing at least two semesters' experience as a full-time instructor for the Community College of the Air Force. Experience can be submitted directly from your employer via email to OSC75@tea.texas.gov. Experience documents will not be accepted from the educator.

STEP 3: CHECK "MY DOCUMENTS" TAB

Are all documents listed in Step 2 on display under My Documents?

- **Yes** – Proceed to Step 4
- **No** – It is possible your documents are still being processed and uploaded to your account. Documents can take between 1-2 weeks to process once received by our office. We encourage you to periodically check your educator account to verify if we have received your document.

STEP 4: SUBMIT REVIEW OF CREDENTIALS APPLICATION

PAY \$164.00 REVIEW OF CREDENTIALS APPLICATION FEE

Complete the Out-of-State Review of Credentials [application](#) in your TEA user account. If you are not Military exempt, you will need to pay the \$164 (this fee is waived for military veterans) non-refundable fee.

- Submit a TEA Help Desk ticket found at this [link](#) to Certification with **ATTN: HB621/SB544 Certification Application** in the subject line.
- In the body of the request, include a note that your application and documents are ready for review. Be sure to include your TEA ID number.

Additional applications and fees not included in the review of credentials:

- One-time nonrenewable one-year temporary certificate for CCAF Instructors OR three-year temporary certificate (listed as one-year certificate) for Military Veterans/First Responders - \$52.00 (this fee is waived for military veterans) – apply for employment purposes.
- Standard certificate - \$78.00 (this fee is waived for military veterans) – to be applied for when eligible (First Responders and Military Veterans must enroll in an EPP upon expiration of the one-time nonrenewable three-year temporary certificate to obtain the standard certificate).
- Fingerprinting \$40.25 – payment access will initiate when any type of certificate application is submitted online.

STEP 5: REVIEW RESULTS

TEA RESULTS OF REVIEW OF CREDENTIALS

- After your documents are reviewed, a courtesy notification will be sent to you via email indicating a new document is available. Please check junk and spam folders.
- Under the My Documents tab the “Document Type” column will read “TEA Results of Review of Credentials”.
- Google Chrome is the preferred and supported browser to view PDF document(s).

☐ COMPLETE FINGERPRINTING

Before your credential can be issued, you must complete the required national criminal background check by submitting fingerprints. The fingerprinting process will only be initiated if an application for a certificate is submitted.

If you have any questions regarding the fingerprinting process, you may contact the Fingerprinting Department by submitting a TEA Help Desk ticket found at this [link](#).

☐ VIEW CERTIFICATE ONLINE

TEA no longer mails or emails paper certificates. The virtual certificate maintained on the TEA website is the official record of an educator's certification.

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".
- 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. Google Chrome is the preferred and supported browser. You always want to make sure the "official record date" at the bottom shows the present date.