

OUT-OF-STATE 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.

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 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 your changes.

This information will also be transferred to the testing vendor's website and will update your testing profile there. (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 state, meaning completed a state-approved certification program and been issued a standard level certificate by a state licensing agency, you may apply as an out-of-state certified applicant to have your credentials reviewed. The review of credentials application is required to have out-of-state documents reviewed for eligibility of a Texas certificate. Your credentials will not be reviewed without the application and non-refundable fee of \$164.00.

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. (optional)
- Standard Certificate \$78.00 – to be applied for when eligible.
- Fingerprinting \$40.25 – payment access will initiate when any type of certificate application is submitted online.

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STEP 2: SUBMIT REQUIRED DOCUMENTS

COPY OF ALL OUT-OF-STATE CERTIFICATES

- Upload a copy of your certificate directly to the “My Documents” section of your educator account.
- A screenshot of the online/virtual certificate is acceptable for review.
- If you are certified in more than one state, please upload separate copy for each certificate.
- The certificate does not need to be currently valid but must have been a standard level certificate at the time it was issued to you.
- Substandard, Permits, Temporary, and Substitute certificates are not accepted for review.
- Certification obtained by experience alone are not accepted for review.

OFFICIAL TRANSCRIPTS

- 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. We will not accept emailed transcripts from you.
- If you are not able to request transcripts electronically and have an official sealed transcript in your possession, this can be mailed to:

Texas Education Agency
Division of Educator Certification
1701 N. Congress Ave.
Austin, TX 78701

VERIFICATION OF EXPERIENCE – REQUIRED FOR TEST EXEMPTION ELIGIBILITY

[Verification of experience for test exemptions \(PDF\)](#) – This form must be submitted by human resources staff where your service was earned. Verification of experience is required to be considered for test exemption of Texas required exams. If you do not have the required experience, completing Texas exams will be required for issuance of a Standard renewable certificate.

- Classroom teachers must have 1 academic year of verifiable, wage-earning, full-time experience as a classroom teacher.
- Administrators and student service certificates must have 2 academic years of verifiable, wage-earning, full-time experience in the certificate area.

[Verification of accreditation for test exemptions \(PDF\)](#) – If your experience was earned at a private school, this form is also required.

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VERIFICATION OF TESTS – REQUIRED FOR TEST EXEMPTION ELIGIBILITY

If you have completed three or more academic years of verifiable, wage-earning, full-time experience in the certificate area, test verification is not required.

If you have less than three years of full-time experience in your certificate area, verification of subject matter tests that were required for issuance of your certificate from outside the state is required to be considered for test exemption of Texas required exams. If you were not required to take a subject matter test(s) for issuance of your out-of-state certificate, completing Texas exams is required for issuance of a Standard renewable certificate.

[Verification of tests for test exemptions \(PDF\)](#) - This form must be returned by the state licensing agency where your teacher credential was earned. If your state licensing agency does not fill out verification forms, you must submit acceptable test scores by one of the following options.

- Official test score reports sent directly from the testing company to the Texas Education Agency, Division of Educator Certification.

OR

- Examinee score report in PDF format submitted to the [TEA Help Desk](#).

OR

- Official test score reports uploaded via the My Documents tab on the left side of the ECOS menu (in your account).

STEP 3: PENDING REVIEW

CHECK “MY DOCUMENTS”

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.
- **I do not have the required experience, and/or I did not take exams** – Your file will still be reviewed for certificate eligibility and you will be provided a deficiency plan to obtain a standard certificate if all other requirements are met.

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Before contacting TEA, please check your “My Documents” tab for updated information.

STEP 4: REVIEW RESULTS

TEA RESULTS OF REVIEW OF CREDENTIALS

- When your documents have been reviewed you will be emailed a courtesy notification indicating a new document is available to view. Please check junk and spam folders.
- 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).
- If you are still pending test exemption documents, your application will still be reviewed if new documents are added to your account.

STEP 5: 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.

If you received a letter indicating you are exempt from testing, you may now apply for your standard certificate.

STEP 6: APPLY FOR YOUR STANDARD CERTIFICATE

SUBMIT OUT-OF-STATE STANDARD APPLICATION ONLINE

If you are eligible for a standard certificate you may apply online.

- From the educator main menu, click on "Applications," then on "Out-of-State Certified Applicants." This will take you to the “Educator Out-of-State Certification Menu.” Go to the bottom of the page, click "Continue." The next page will be "Application for Certified Out-of-State Applicants.”

Complete the questions on the Applicant’s Affidavit then continue to "Educator Out-of-State 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.

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PAY \$78.00 FEE

Your application will not be processed until the application fee is paid. After your application and fee are submitted online, 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.

- Standard Certificate
- One-Year Certificate

Once the fingerprinting payment is paid online you will receive a pre-enrollment email from Iden- toGO (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****

STEP 7: 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.

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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.