

## Instructions for Applying for Standard Certificate

1. Go to the TEA website, <http://www.tea.state.tx.us/>, and select "TEASE & TEAL Secure Applications"
2. Login through TEAL, using your Username and Password.
3. Click on the word "Educator" under the Applications tab.
4. You should now see your profile page in ECOS, which contains all of your demographic information. At this point, take the time to review your information for accuracy, paying special attention to your name, SSN, address (U.S. mail and electronic). Make sure every piece of information is accurate. If your name has changed, this page tells how to change it with TEA.
5. Click on "Continue"
6. In the menu on the left, click on "Applications"; then click on "Standard Certificate Texas Program"
7. Read the requirements for applying for your Standard Certificate and click on "Apply for Certificate"
8. Please review the "Applicant's Affidavit" and "sign" by checking the **Yes** box
9. At the bottom of the page, there are two questions that must be answered accurately.
  - a. Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction? \_\_\_YES \_\_\_NO
  - b. Have you ever had a teaching certificate revoked, denied, suspended or subject to any sanctions in Texas or any other state? \_\_\_YES \_\_\_NO
10. Click on the dropdown box at the bottom right and select **Texas A&M University (University Based)** as your **Entity**
11. Type in the content area(s) of your certificate in **Subject applying for:** ,e.g. Generalist EC-6, Mathematics/Science 4-8, ESL Supplemental, etc.
12. Be sure to check your mailing address for accuracy, then check the last box that verifies your mailing address
13. After checking the form for accuracy, click on "Apply"
14. The resulting page is a confirmation of the correct Entity. If you accidentally chose the incorrect Entity, click on "Re-Select". If your choice was correct (Texas A&M University (University Based), click on "Continue".
15. The following windows lead you to the payment for your certificate. Payment is made electronically on the TEA website.
16. You will be able to follow the progress of your certificate by logging into your Educator Profile on the TEA website. When the certificate is granted, it will be available for viewing on the Virtual Certificate site. All public schools have access to this information.