

# How to apply for the Intern Certificate

**STOP:** Set up TEAL account if you have not already done so.

**Log into TEAL - <http://tea.texas.gov/>**

1. In TEAL, click blue text "Educator" (right above your TEA ID#)
2. The next screen is a blue screen "Educator Certification Online System" (ECOS)
3. Click Applications button on the left
4. Click 4<sup>th</sup> title down which is "**Intern Certificate Texas Program**"  
The cost of the certification fee is \$78 per the ECOS window, and \$39 for fingerprinting fee.  
The fee must be paid with 48 hours or the certificate application will be deleted.
5. Click "Apply" button and answer questions.
6. At the section where it says "I request to be recommended by this Entity"  
Be sure to select the ENTITY as REG 13 EDUCATION SERVICE CENTER (Alternative Program)
7. Be sure to check the boxes for all the questions and click "apply".
8. The TEA system will take you into payment and fingerprint payment web pages.
9. **Be sure to pay the fees as appropriate.**  
Your certificate will not post if the fee is not paid.

## **Fingerprint Process:**

**When you pay the fingerprint fee at TEA,** you will receive the FAST PASS by email with additional information for the fingerprint process. If you do not pay the fee, you will NOT receive the email.

Be sure your email in your profile is current and be sure to check your SPAM or JUNK mail just in case the TEA email is filtered by your browser.

If you already have completed fingerprint information in the TEA system which was uploaded by a district or entity, you will NOT be prompted to complete the fingerprint process again.

Any questions regarding Fingerprinting should be directed to TEA at this link to the TEA Help Desk:

[http://tea.texas.gov/Texas\\_Educators/Certification/Fingerprinting/](http://tea.texas.gov/Texas_Educators/Certification/Fingerprinting/)

Fingerprint phone is 512-936-8404

***Please note that the TEA HELP DESK has a much quicker response time.***