



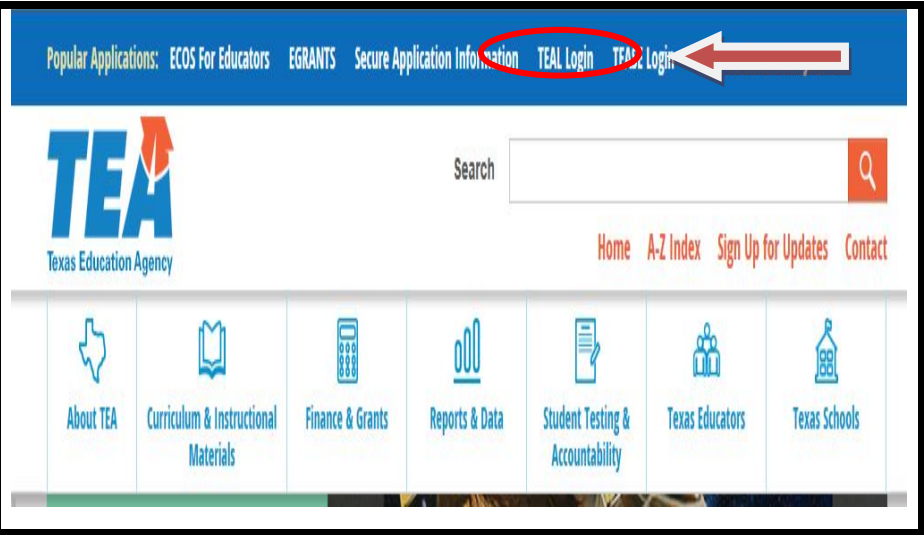
**Have you set up your TEAL account?** If not, please refer to instructions for **NEW TEAL ACCOUNT**. Once you have set up your TEAL account, you may continue with these instructions.

After you set up your TEAL account, visit the [Texas Education Agency Website](http://www.tea.texas.gov), select **TEAL Login** to begin the process for applying for Probationary. **Please note: You must use Internet Explorer as your Browser.**

The state requires:  
- Payment of \$52.00 for probationary certificate.  
- Payment of \$37.75 to process the criminal background check. Both are payable to SBEC by credit, debit or electronic check.

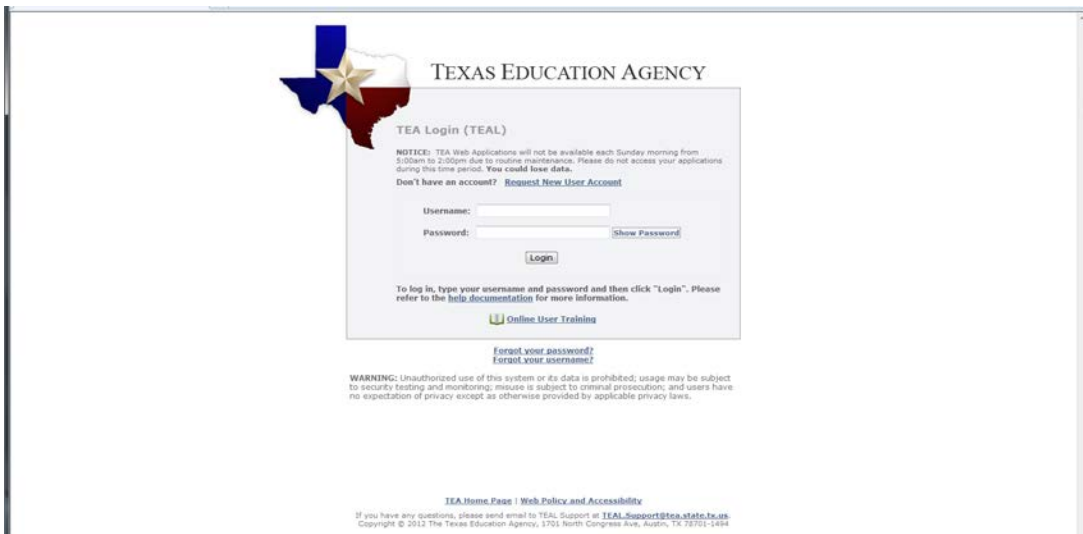
Also required:  
- Payment of \$14.00 for fingerprint service

Using Internet Explorer, go to <http://www.tea.texas.gov> and click on **“TEAL Login”**

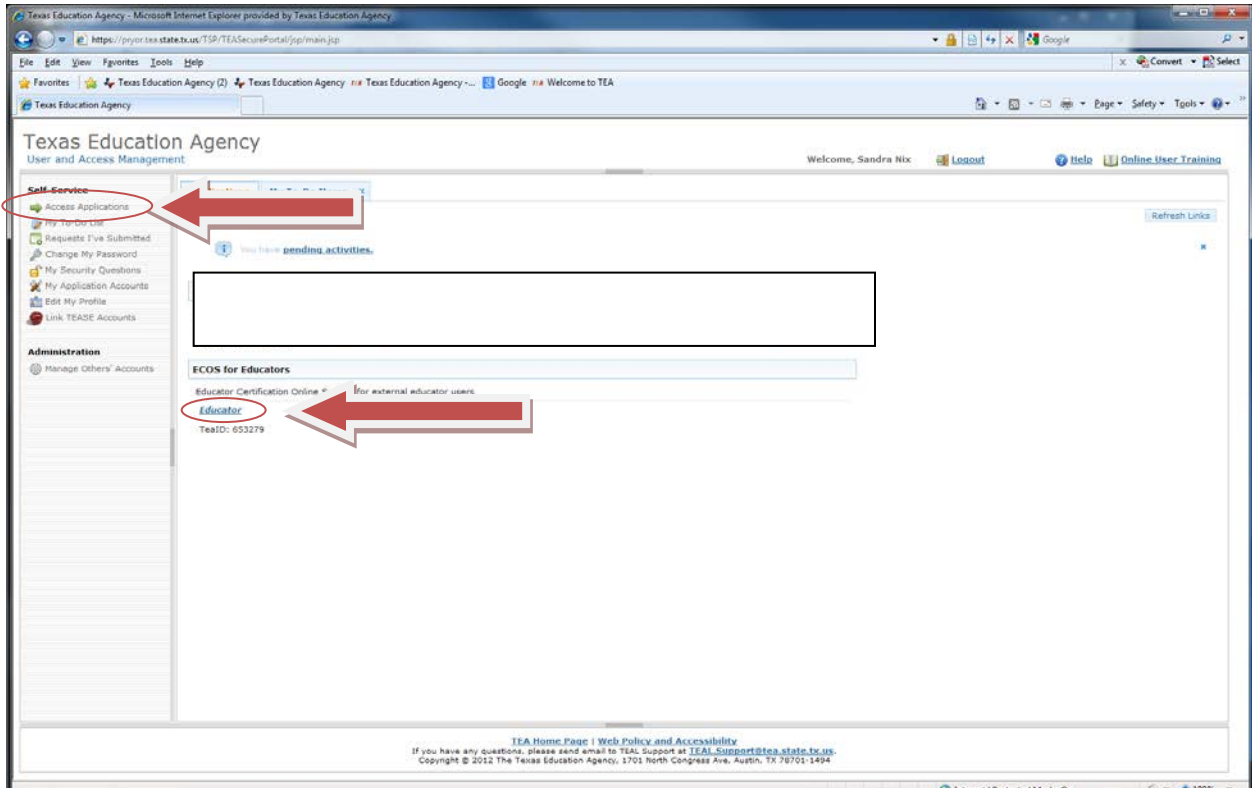


## TEAL Login

Put in the user name and password you received by email from TEA. It is suggested that you copy and paste the password into the box. Click **Login**.



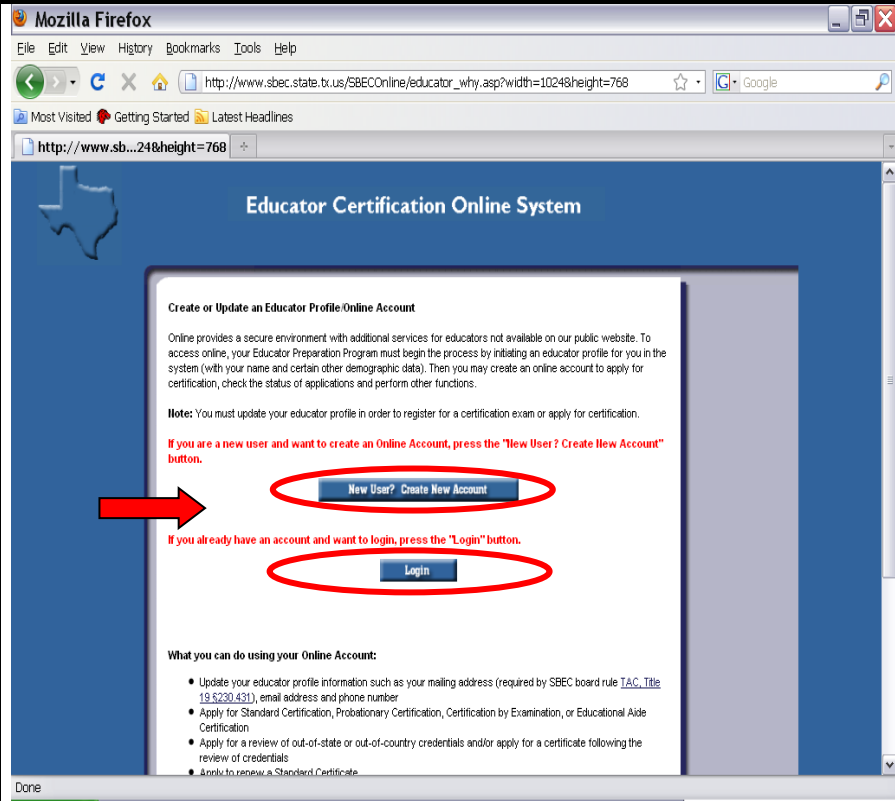
To login and in all future logins at TEAL, click on the underlined word [Educator](#) to access your educator profile. Always keep all profile information up to date.



Create an account if  
New User

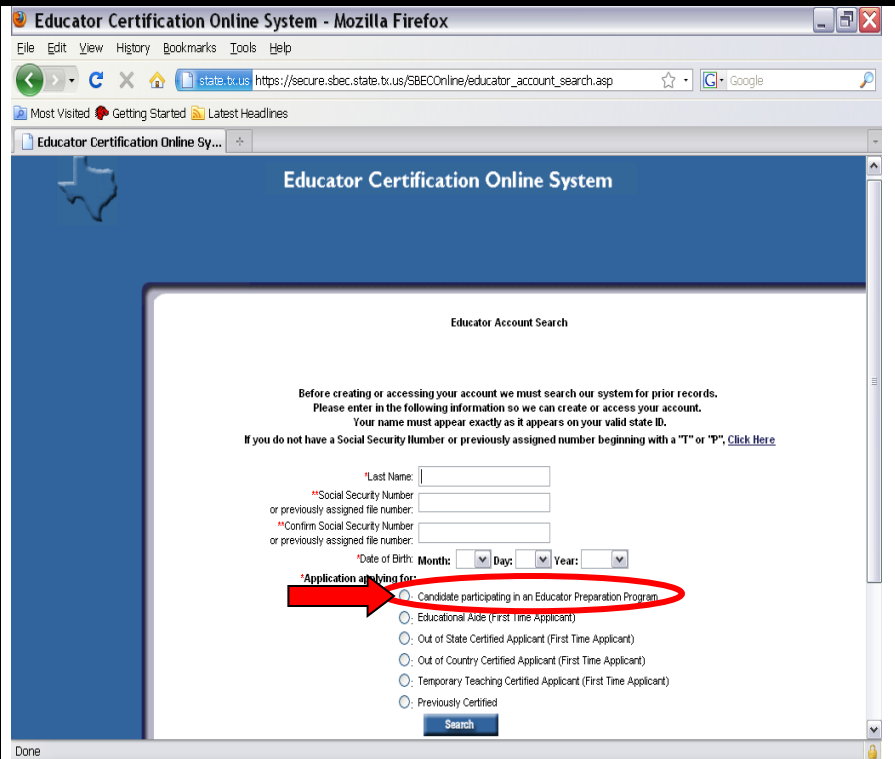
Select "New User? Create  
New Account"  
Select "Candidate  
Participating in Educator  
Preparation Program"

**\*Note:** If you already have  
a TEA Profile Account, just  
log into your account.  
Review and update if  
needed.



Fill in the information.

Select "Candidate  
participating in an Educator  
Preparation Program"



Click “Applications” button on left-hand side of screen, click the Application for “Probationary Certificate Texas Program.”

**Do NOT** select “Temporary Teacher Certificate.”

Accurately complete the affidavit.

**NOTE:** Recommending entity will be

**Region 13 Education Service Center**

(**Region 13 Alternative Program**).

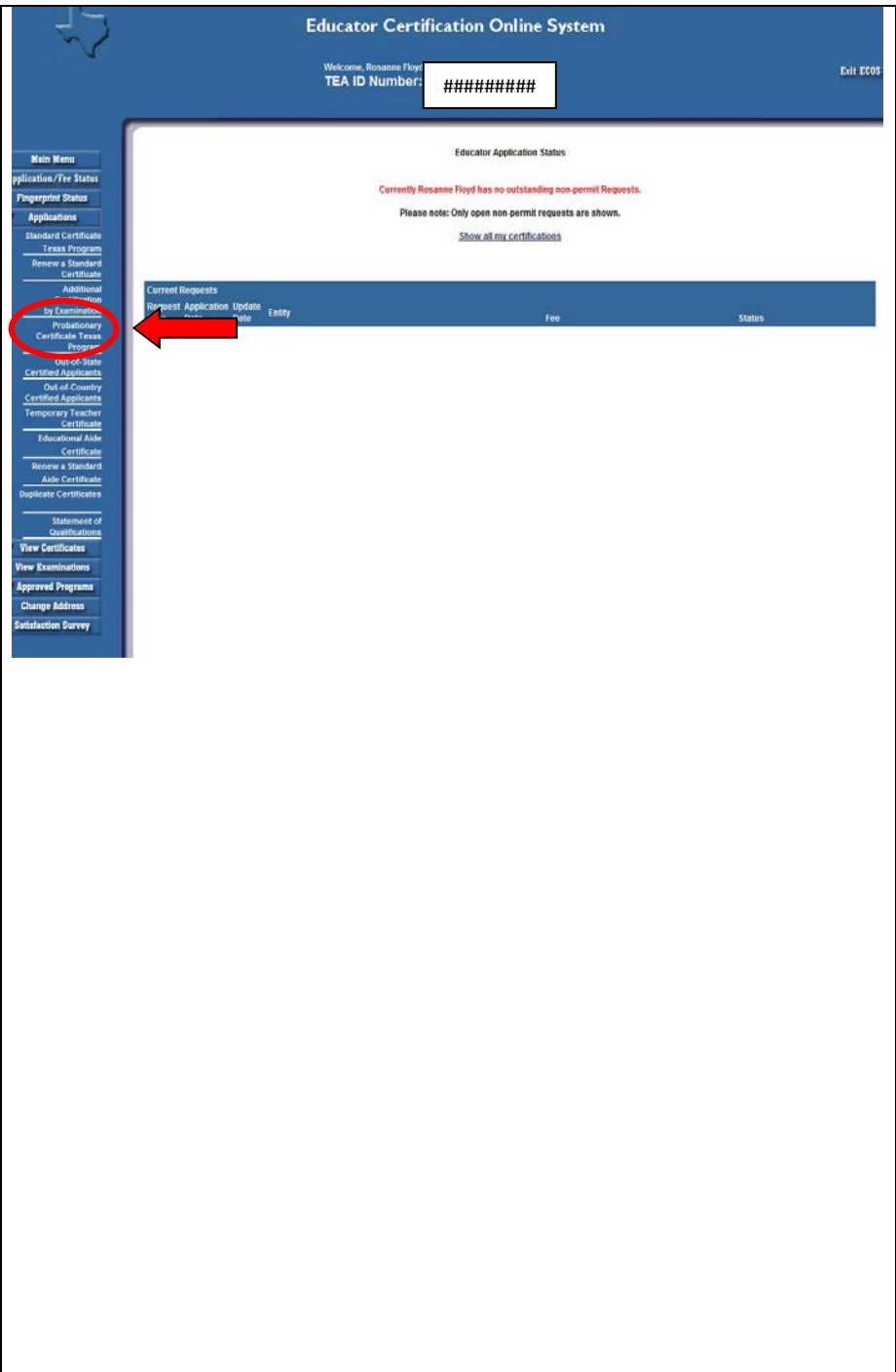
It is very important that you select the correct entity. **Do NOT** select any other **Education Service Center**

Subject applying for is the certification area you are assigned to.

Click “apply” and continue the prompts for payment.

You will be prompted to pay the probationary application fee and the fingerprinting fees. **Your application will be deleted if the required fee is not paid within 48 hours.**

(\*Please see page 5 if you have been fingerprinted before by a school district.)



## FINGERPRINTING PROCESS

1. You will be prompted during the probationary application process to pay the probationary application and pay the fingerprinting and national criminal history record check fee.

2. **Once payment is paid online**, you will receive a confirmation email from TEA containing a document, the FAST Fingerprint Pass. (Be sure to check your JUNK or SPAM folders just in case the TEA email went into those folders.) If you do not pay the fee, you will NOT receive a FAST PASS.
3. Follow the detailed instructions on the FAST Pass Form needed to schedule an appointment for fingerprinting. You cannot schedule an appointment for fingerprinting until you receive this email from TEA. **UPDATE TO FINGERPRINTING PROCESS** – Effective April 1, 2016, the TEA ORI number found in the fingerprinting FAST pass will be replaced with a “Service Code.” The Service Code should be used to schedule fingerprinting appointments online. Please call [MorphoTrust/identoGO](http://MorphoTrust/identoGO), 888-467-2080, with questions.
4. Please schedule a fingerprint appointment by visiting <http://www.identogo.com> or by calling 1-888-467-2080.
5. If you have questions about your Fingerprinting status, you may contact TEA at 512-936-8400 (Option 3 – Fingerprinting, OR email Fingerprinting Dept at <http://www.tea.state.tx.us/index2.aspx?id=2147483982> You will need your TEA ID# which is listed in your TEAL or ECOS account.
6. Please send an e-mail to your specialist once you apply for a probationary certification and complete the entire fingerprinting process.

**NOTE:** Should you pay for the Probationary Certificate, but do not get a position, you may request a refund for the Probationary Certificate fee with SBEC. Fingerprinting fees are non-refundable.

If you have been printed by a school district and the district has submitted your fingerprints to TEA, you will need to contact TEA Fingerprinting Dept by email at <http://www.tea.state.tx.us/index2.aspx?id=2147483982> so that your prints can be transferred. Once the request is submitted the transfer should take 48 hrs to complete. You will need your TEA ID#. You may also call TEA at 512-936-8400, Option 3 – Fingerprinting, but you could be on hold for an extended time.

If your prints are not already on file, you will need to complete the fingerprinting process.

