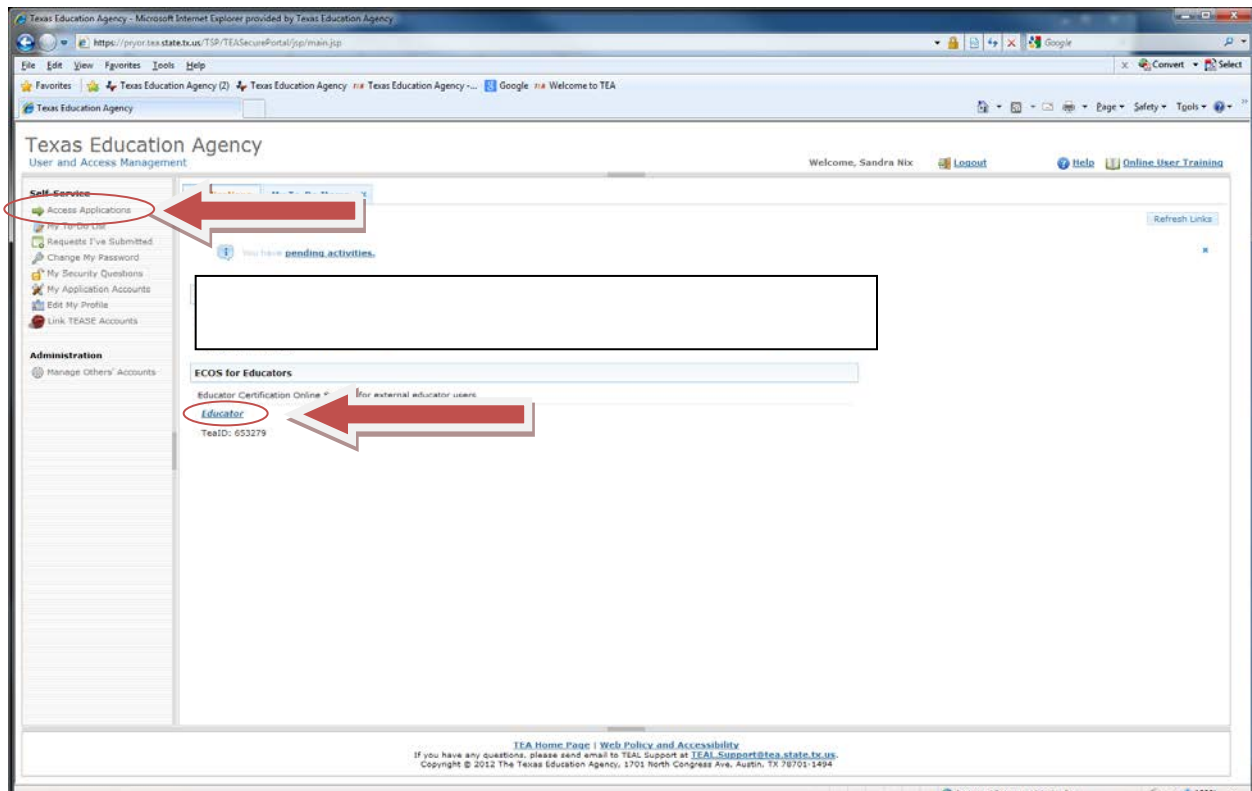

APPLYING FOR A STANDARD CERTIFICATE

**Payment of \$78.00 is required for your initial Standard certificate.
This is payable to SBEC by credit, debit or electronic check.**

You will go to the Texas Education Agency Website to apply for your Standard. Login at www.tea.texas.gov At the very top of the webpage click the title "TEAL Login". You will log into your TEA TEAL account using your user name and password.

You can easily access your educator profile by clicking the **Access Applications** link in the Self Service bar on the left side of the screen. When you select the access link, you will see **Educator Certification Online for external educator users**, the word **Educator** that is underlined, and your **TEA identification number**.

To login (and in all future logins,) click on the underlined word [Educator](#) to access your educator profile.



Your Educator Certification Online System (ECOS) Profile Page, "blue screen" will appear.

Welcome, Rosanne Floyd
TEA ID Number: 123456

Exit ECOS

Educator Profile Setup

TEA ID: []

*First Name: [] *Gender: Female

Middle Name: [] *Date of Birth: Month [] Day [] Year []

*Last Name: [] *Phone Number: []

Maiden Name: [] *Ethnicity/Race: [] [Select/Update Ethnicity](#)

Suffix: [] *Driver License #: [] *DL State: Texas

Your name must appear exactly as it appears on your valid state ID. The way your name appears in your profile is how your certificate will read.

Please update any information for your account. It's very important to **keep the information in your profile current** as TEA corresponds with you according to the information in your profile.

Click "Continue" at the bottom of the Profile Setup Page.

*Country: []

Email and contact information is required. We use email as the primary method to communicate with you. Status changes, reminders and other actions pertaining to your credentials will be communicated to you with this email address.

You can update your email address in TEAL by selecting the "Exit ECOS" option at the top of this page, then selecting "Edit My Profile" on the left side of the TEAL page.

*Email: rosie.floyd@... [Continue](#)

*Required Fields

You are now in the Educator Main Menu.

Welcome, Rosanne Floyd
TEA ID Number: 123456

Exit ECOS

Educator Main Menu

Pay Online?

After you have successfully applied for the appropriate certificate or service, you can then pay online by clicking on the Application/Fee Status button in the menu options on the left side of this screen and then click on "Pay Online Now" to begin the online payment process.

TEA accepts Electronic Checks and Credit Cards for payment.

Current Applications and other capabilities online are:

- Pay for services online using Credit Cards or an Electronic Check
- Probationary Certification
- Standard Certification
- Renew a Standard Certification
- Additional Certification by Examination
- Temporary Certification
- Educational Aide Certification
- Duplicate Certificates
- Educators certified in another state or country may apply for a review of credentials
- Educators certified in another state or country may apply for a One-Year or Standard Certificate following a review of credentials
- View your Texas Examinations (Scores now available including TExES & TExMaT)
- View your Texas Certifications
- View Approved programs by College, University, or Alternative Certification Program (Which certificates does a program offer?)
- View Approved programs by Certificate Area (Which programs offer Math Certification?)

Use the menus on the left to begin. You must maintain current demographic/profile information (such as name, mailing address and email). This information will be used to issue certificate(s) and communicate with you regarding the status of your certificates or applications.

Release 2.5.49.3

Click on "Applications" at the top left corner

In the applications menu choose "Standard Certificate Texas Program."

Read bulleted information then click "Apply for Certification."

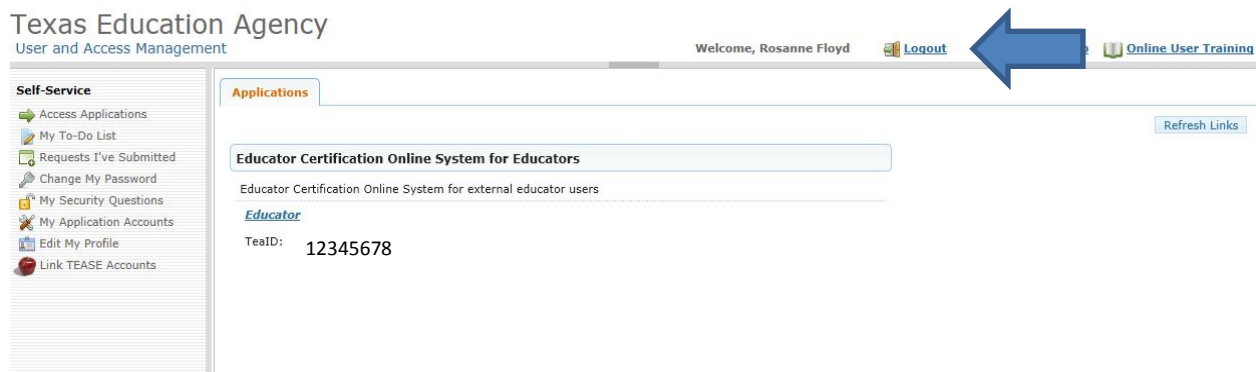
NOTE:

- **Recommending entity will be Region 13 Education Service Center (Alternative Program).** It is **VERY IMPORTANT** that you select the correct entity. **Please do NOT select Master Teacher or any other Region Service Center.**
- Subject applying for is the certification area for which you were assigned while in the program, for example – Core Subjects, Special Education, Trade and Industrial Education, School Counselor, Principal, Superintendent, etc.
- **You will be prompted to answer questions about Region 13’s certification program. Please complete the survey. This is very important information the State is gathering in regards to accreditation of our program. Your input is important!**
- **Please note:** your application will be deleted if the required fee is not paid within 48 hours.

Click on **EXIT ECOS** to log out.



Click **Logout** in the top right-hand corner to completely exit the TEAL system.



Please contact rosie.floyd@esc13.txed.net if you have any trouble.
Region 13 cannot recommend you for your Standard until you have applied.

Remember that you must reapply for your Standard every 5 years!

See Next Page regarding Submitting a Name Change or Correction

SUBMITTING A CHANGE OR CORRECTION OF INFORMATION

To submit a change or correction of name, gender or date of birth, please fax, scan and attach to email or mail the following required information and documents:

- A daytime phone number.
- Copy of your Social Security Card
- Texas Drivers license or State ID
- If changing a first name you must also submit a copy of your birth certificate or court name change document
- Out-of-Country educators who do not hold a social security card may submit a copy of a current passport
- A current email address and valid daytime phone number

Please scan documents and email to:

namechange@tea.state.tx.us

TEA-CRT

5th Floor

1701 North Congress Ave Austin, TX 78701

Please allow 7 to 10 business days for processing November through March. Please allow 15 to 20 business days for processing April through October.