

Applying for the Probationary Certificate

Interns should make application for the Probationary Certificate after securing employment for the internship. Before Tarleton State University can recommend an intern for probationary certification, the intern must satisfactorily complete all coursework and program requirements.

- Go to: <http://www.tea.state.tx.us>
- From the menu on the left, choose EDUCATOR CERTIFICATION.
 - Click on CERTIFICATION INFORMATION.
 - Click on APPLY FOR CERTIFICATION.
- Click on LOGIN. Type in your username and password or choose “Forgot User Name and/or Password?” and follow the instructions. Use the username and password you created when you registered for your TExES.
- Update your profile information as necessary.
- Choose APPLICATIONS on the left hand side menu.
 - Choose PROBATIONARY CERTIFICATE TEXAS PROGRAM.
 - A series of questions will be asked. Please answer the questions honestly. If you have any questions on how to answer, please contact TEA at (512) 936-8400.
- On the application, it will ask for Recommending Entity. Please choose Tarleton State University - **(ALTERNATIVE CERTIFICATION)**.
- It will also ask: subject applying for. Please type in your certification field here: EC-6 Generalist/ESL, 4-8 Generalist/ESL, 4-8 (content area), 8-12 (content area), EC-12 (content area)
- At the end of the application, you will be given the chance to pay for your certificate (\$52.00) and fingerprints (\$42.25). You can also return to this screen at any time after applying by logging into your account, choosing Application Status, and then Pay Online Now. Your request will not be acted upon until payment and fingerprints are received.

The typical process for certification is as follows:

- * Intern applies and pays online and submits fingerprints
- * Intern receives system-generated email acknowledging application
- * Entity recommends intern for certification once all requirements are met
- * Intern receives system-generated email stating they have been recommended and asking them to verify mailing address
- * SBEC runs criminal background check on intern
- * Applicant is certified if check is clear

Some Key Points to remember

- * You are applying for a one-year PROBATIONARY certificate.
- * Recommending entity is TSU – ALTERNATIVE CERTIFICATION.
- * Subject applying for is your certificate area – the subject matter you are currently teaching.
- * If you do not receive an email after you apply, check your junk mail filter.
- * This application will only be for the certificate area you are eligible to pursue under the TMATE Program. Once you are a certified teacher, you may challenge any classroom-based TExES exam without authorization by registering as "Certification by Examination Only". If you pass, you will need to apply for another certificate, choosing “Additional Certification by Examination” as the type of application.

All questions about your application should be directed to TEA at (512) 936-8400. You can also reach them by email by clicking on the “Contact Us” link on their homepage.

If you have applied and want to check on the status of your application, please feel free to contact Allison Andrews at 254-968-9815 or andrews@tarleton.edu.