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, select TEAL Login to begin the process for applying for the Intern Certificate. Please note: You must use Internet Explorer as your Browser.

The state requires:
- Payment of $78.00 for intern certificate.
- Payment of $39 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 “Intern Certificate Texas Program.”

Do NOT select “Temporary Teacher Certificate.”

Accurately complete the affidavit.

**NOTE:** Recommending entity will be:

**A+ Texas Teachers**

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 intern 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.)

Please e-mail teach@texasteachers.org and notify us once you have applied for your Intern Certificate, and then complete the Fingerprinting process below. Once you accept a teaching job offer, be sure to submit your I Got a Job form through your Intern Portal. **NOTE:** Should you pay for the Intern Certificate, but do not get a position, you may request a refund for the Intern Certificate fee with SBEC. Fingerprinting fees are non-refundable.

**FINGERPRINTING PROCESS**

1. You will be prompted during the Intern Certification application process to pay the certificate application fee and pay the fingerprinting and national criminal history record check fee.
2. **Once payment is paid online**, you will receive a confirmation email from IdentoGO containing your Unique Enrollment ID (UEID) and a hyperlink to schedule your fingerprinting appointment. 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 an email from IdentoGO.

3. To schedule a fingerprinting appointment, the individual will click on the hyperlink in the IdentoGO email, and proceed with appointment scheduling in the IdentoGO scheduling module. Please call MorphoTrust/IdentoGO, 888-467-2080, with questions.
4. 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.

5. Please e-mail teach@texasteachers.org once you have applied for your Intern Certificate. Once you accept a teaching job offer, be sure to submit your I Got a Job form through your Intern Portal. **NOTE:** Should you pay for the Intern Certificate, but do not get a position, you may request a refund for the Intern 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 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.