

# **FIRST...** 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 <u>Texas Education Agency Website</u> 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 username and password you received by email from TEA. It is suggested that you copy and paste the password into the box. Click *Login*.

	Texas Education Agency		
TEA Log	in (TEAL)		
NOTICE: TEA 2:00pm due to period. You co	. Web Applications v proutine maintenan puld lose data.	rill not be available ear ce. Please do not acce	ch Sunday morning from 5:0 ss your applications during th
Don't have	an account? <u>Re</u>	quest New User A	ccount
Usern	ame:		
	vord:		Show Password
Passv	100 100 100 100 100 100 100 100 100 100		

Help for Request Process | Help for Educator Account Setup Help with Password Reset



When you log in, always click on the underlined <u>View My Educator Certification Account</u> to access your educator profile. Make sure all profile information is always up to date.

Texas Educatio	n Agency	Logest	🚱 Itala
User and Accused Consecution Set Service Set		u Lotest.	Beles Refresh Linis.
	TAL flower Page I Web Policy and Accessibility For help with account access, please enderine <u>TAL Help Desk</u> . Copyright B 2019 The Tease Education Agency, 1701 North Cangress Ave, Austin, 1X 78701-1494		TEAL ver 3.0.9.1



Create an account	Texas Education Agency	
if you are a New User:	User and Access Management	
<i>y you are a real coort</i>	NOTTOP: If you completed this firm previously and have a TEA Login (TEAL) user account, requesting an additional account can cause a denial of access or delay in account setup.	
-Select "Request New User	If you need existance with access to an existing user account, please go to <u>https://booduateancy.zendesk.com</u> and click Suberit a Request.	
Account"	Middan Karman	
	Last Xerne:	
-Select "Educator" in the	Suffre: V	
Organization Type.	Primary Errol Address:     All notifications will be sett to this address:	
0 //	* Varily 7+ mary Email Address:	
	Securidary brial Address: If the primary analiadrines becomes investig, the average the second to second to average address to mean the second text and the	
	World Models     The second distance of a transmission of a	
*Note: If you already have	• Hinh Day: The day of Dise mends of birth (1-31)	
a TEA Profile Account just	Briti Yuuri 9999	
	* Dispanization Type: Select One	
log into your account.	Click here for Organization Type descriptions	
Review and update if	Juo Tide:	
needed If you need	Plant: Nutiber: Nutinclude eres rods.	
	Cell Phone Number: Must Include area code. Standard data/messaging ratas may analy. Cell phone number can be used for easeened reach.	
assistance with access to	Street Addresse	
an existing user account.	City: Country: United States	
plagge go to https://	TEA Home Page   Web Policy and Accessibility	TEM, yes 1.0.5
piease go to <u>mitps://</u>	For help with account access, please enter a request at the online. TEA Help Desk. Copyright (# 2019 The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494	
txeduagency.zendesk.com		

## Fill in the information.

Select "Candidate participating in an Educator Preparation Program".

TEA.	Educator Certification Online System (ECOS)
	Educator Account Saverh
	Befers creating or accessibly your account we must exactle our system for prior records. Plasse retire in the following informations are call oracle or access your account. You came may exact space access you are space as you will be fit.
	If you do not have a Social Sociarly Namber or previously seegrend number beginning with a "T" or "P", <u>Click Have</u>
	**Statet Security Yourbete       or protocols/assigned the manaform       **Contrim Speak Security Yourbete       or protocols/assigned the manaform
	Tgete et Behr, Monthi    Depr    Yeer.
	"Application applying term         C: Construct control terms applying term         C: Construct control terms applying terms         C: Pressure (control         Regalation (FR.ts)
	Norma 11043



Click the "Applications" button on left-hand side of screen, then click on "Intern Certificate Texas Program." Do NOT select "Temporary Teacher Certificate."

Accurately complete the affidavit. Once you click on "Apply for Certification," the application will need to be completed. Select *A+ Texas Teachers* (Alternative Program) as the Entity:

Main Menu	Educator Intern Certification Menu
Application/Fee Status	
Fingerprint Status	To receive an Intern Certification you must:
Applications -	
Standard Certificate Texas Program	<ul> <li>Have been accepted to participate in a Texas approved educator preparation program.</li> <li>Have passed the required tosts in the content areas for the classroom teaching conflictation the passed to be required to state in the content in the content of the classroom teaching conflictation.</li> </ul>
Renew a Standard Cerbincate	<ul> <li>Pave been assigned to serve in a supervised internship in the subject area and at the grad</li> <li>Pave a \$78 certification fee (Your application will be deleted if the required fee is not paid will</li> </ul>
Additional Certification	<ul> <li>Pass a criminal background check including a national fingerprint based background check</li> <li>Pay a \$40.25 fingerprinting fee</li> </ul>
Intern Certificate Texas	
Program Probationary Certiticate Texas Program Out-of-State Certified Applicants	Apply for Cartification
Out-of-Country Certimed Applicants Educational Aide Certificate	
	Educator Application for Intern Certification
Applicant's A	fidarit.
of the Texas F	do bereby agree, consent and direct that any senson or entity maintaining information in any form relating to my criminal history shall release all such information upon the request datakan Agreesy
I do further he instruct the ve	reby agree and permit the Texas Education Agency to obtain from any person or entity information relating to my personal background, my moral character and my worthiness to aft of this state, and do horeby-corrective direct that any such persons or entity reloase activity information upon the request of the Texas Education Agency.
I do hereby re arising therefi	kesse, discharge, and exoneste the Texas Education Agency, its agents or representatives, and any person or entry so furnishing information from any and all liability of every kind an
The talegoing	consent and release is valid and binding so king as I hold or seek any certificate, locinse, permit, or other credential issued under the authority of the Texas Education Gode.
I understand to ordered to do	hat any credential usued to me by the Texas Education Agency is the property of the State of Texas. Lagree that I will tender my credential to the Texas Education Agency. If I am so by the Texas Education Agency.
Those read, u	nderstand and agree to adhese to the educator's Cade of Ethics
Lordenstand t	tot a copy of this all-stavit shall have the same force as the original. I have reviewed this spritication and I affirm that all of the information which I have provided on the application is
Yos 🗔	
Maran you wan Yes 📿 Ma	bases the subject of an enset that has resulted in defended adjustication probation or a consistance
Have you eve Yes: 🔾 Ma	teen increatigated by a Teoriang actionity of had a Kenne, certificate, or permit revolved, denied, scappeded, or subject to any other survicer in Texas or any other state?
	I request to be recommended by this Eritay 🛛 🗛 Texas Teachers (Atemative Program)
TEA no to This electronic To print a coo	oper mails pape centrificates. The representation of a person's centrificate status as maintained on the apency's webrite is considered to be the official record of educator centritation ingereventation of the centrificate solvines. Section 21 05(3) of the Texas Education Code, which recurries individuals to present their centrificate prior to employment by a school distinct accord the 'Wave Centrificate' list formult shared as deal.
Email and	Imaring addresses have been we find – (10 update addresses, thick on the link. "Drange Address, 'menu keR-tend side)
	Apply

# 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 Certificate 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-mailteach@texasteachers.organd notify us once you have applied for your InternCertificate, and then complete the fingerprinting process below.Once you accept a teaching joboffer, 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 arefund for the Intern Certificate fee with SBEC.Fingerprinting fees are non-refundable.





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. Fingerprinting process is initiated once you apply and makes the payment for certification through the Educator Certification Online System (ECOS). When you pay for your certification, you will also be prompted to pay for the fingerprint background check. If you reside in Texas, you must submit fingerprints electronically, Option 1, using the Texas Department of Public Safety's (DPS) approved vendor, MorphoTrust/IdentoGO.

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. The email will be sent from the address - nobody@uemail.identoGo.com.

ent: Wednesday, March 22, 2017 10:17 A	54
e: Akin, Bill < Bill Akinghten texas gov>	
Agent: IdentoGO Service Confirmation -	13G518 - Texas TEA Charter Centified - CN
dentoG	0
Acomel Your agency/organization has p	e-emoted you for a fingeprint-based background check at an identoGO Enrollment Center. Visit our website using the link below to schedule a conversient 10-
nute Federal an existenced	
lick here to schedule your appointment	
lick here to schedule your appointment you need telephone-based assistance to epending on the agency/organization req	hedding your appointment you may also call us at 888.467.2000. For other options, such as making a fregerprint card for your enrolment, please <u>click here</u> , using the background check, some restrictions may apply.
ick here to schedule your appointment you need telephone-based assistance to spending on the agency/organization reg ervice Details:	hedding your appointment you may also call us at 888.467.2000. For other options, such as mailing a fegerprint card for your enrollment, please <u>click here</u> , aling the background check, some restrictions may apply.
ick here to achedule your appointment you need telephone-based assistance to genering on the agency/organization reg ervice Details: woneer:	hedding your appointment you may also call us at 888.467 2000. For other options, such as mailing a fregregint card for your enrollment, please <u>click here</u> , using the background check, some restrictions may apply.
lick here to achedule your appointment you need telephone-based assistance to spending on the agency/organization reg ervice Details: hansaar: ED	helding you apportment you may also call us at 888.487.2000. For other options, such as mailing a fregeginist card for your enrollment, please <u>click htm</u> . array the background check, some restrictions may apply.
lick here to schedule your appointment you need telephone-based assistance to generating on the agency/organization rep ervice Details: haroaas: E ID smaar:	hedding your appointment you may also call us at 888.487.2000. For other options, such as maling a fregesprint card for your enrollment, please <u>click here</u> , array the background check, some restrictions may apply.
lick here to schedule your appointment you need teleptone based assistance or expending on the agency/organization reg ervice Details: hancear: 21 ID ervice	hedding your appointment you may also call us at 808.487 2000. For other options, such as maling a fregerprint card for your enrollment, please <u>click here</u> , array the background check, some restrictions may apply. Mary 1 11653R - TEA Charter Certified - CN
lick here to schedule your appointment you need helpfone-based assistance to spending on the agency/organization rep ervice Details: hattoaac: II ID ense:	helding you appointment you may also call us at 888.487.2000. For other options, such as mailing a fregerprint card for your enrollment, please <u>click here</u> , any the background check, some restrictions may apply.

3. To schedule a fingerprinting appointment, 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. Please note that, once pre-enrolled, you may also find the information necessary to schedule an appointment in your ECOS account.

	TEA Charter Certified - CN	
	Essential Info Eligibility Addilic	mai toto
Please enter your informat or "Cancel" to exit.	In below (letters, spaces, hyphens (), and apostophes () are allowed in name fields). Then click 'Next' to check the status of yo           Name / Method of Contact         Use to / balls of Breh.	ur service
UE ID / Date of B	* Date of Birth	



4. After logging in, choose 'Fingerprint Status', and you will be taken to a screen that displays the UEID number, the service code and a link for appointment scheduling through MorphoTrust/ IdentoGo. The total fingerprinting background check fee in Texas is \$50.25, \$40.25 of which is paid in ECOS via credit card during the application process. An additional \$10.00 is paid to MorphoTrust/ IdentoGo at the time of appointment scheduling. A valid photo ID is required at the time of the appointment. Texas Education Agency (TEA) fingerprinting results are received 5-7 business days after the fingerprint appointment.

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 <a href="http://www.tea.state.tx.us/index2.aspx?">http://www.tea.state.tx.us/index2.aspx?</a> id=2147483982 You will need your TEA ID#, which is listed in your TEAL or ECOS account.

6. Please e-mail <u>teach@texasteachers.org</u> 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.

7. For additional information please refer to the TEA Help Desk HERE.

If you have been fingerprinted by a school district and the district has submitted your fingerprints to TEA, you will need to contact <u>TEA Fingerprinting Dept by email</u> 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.

