How to Submit an Advanced Certification Application and Fee to TEA

1. Go to the TEA Website (http://tea.texas.gov)

2. Click on TEAL LOGIN located in the blue bar at the top of the page.

3. Click on Educator (in blue italics in center of the page). You should see a blue and white page with your personal information.

4. Ensure that your information is up-to-date.

5. Choose Applications on the left.

6. Choose Standard Certificate Texas Program.

7. Read requirements then click on Apply for Certification.

8. Read and agree to the Affidavit information.

9. Choose from the drop down box for Recommending Entity:

   University of Texas-Arlington (University Based).

10. Check that you understand Teacher Certifications are no longer mailed.

11. Check that you have verified your addresses.

12. Click on Apply.

13. Verify University of Texas-Arlington (University Based) as the recommending entity.

14. Pay your application fee. (Your application can be submitted without payment, but it will not be processed by TEA until the fee is paid.)

15. Complete the Exit Survey.

16. Email the Certification Officer (Christine.pruitt@uta.edu) that you submitted your application to begin the recommendation step. You will receive an email notification from TEA once you have been recommended by UTA.

17. The Certification Officer will verify that ALL requirements have been met then recommend the certification application to TEA for final processing. This takes approximately 5-7 business days.

18. Once TEA has awarded your certification, you will be able to login to your account to view, attach or print your certificate.