# Applying for Educational Aide Certificate

1. After logging into TEAL, the click on View My Educator Certification Account link



# 2. Once in ECOS, click on Applications, then Educational Aide Certificate

TEXAS Education Agency	Educator Certification Online System (ECOS)					
	Welcome, Ed Aide   TEA ID Number:	Exit ECOS				
Main Menu	Educator Main Menu					
Application/Fee Status	What's Available in the Educator Certification Online System (ECOS)?					
Fingerprint Status	Click on Application/Fee Status to pay for previously submitted applications. You can also view the status of					
Applications -	applications that may be pending.					
Standard Certificate Texas Progr <u>am</u>	From the menu on the left, click on Applications to:					
Renew a Standard Certificate	Apply for an Intern Certificate Texas Program					
Additional	Apply for a Probationary Certificate Texas Program					
Certification by Examination	Apply for a Standard Certificate Texas Program					
Intern Certificate Texas Program	Apply to renew a Standard Certificate					
Probationary Certificate	Apply for Additional Certification by Examination in classroom areas only					
Out-of-State	Apply for an Educational Aide Certificate					
Certified Applicants	Apply for a review of out-of-state credentials, a One-Year certificate or a Standard certificate					
Applicants	Apply for a review of out-of-country credentials, a One-Year certificate, or a Standard certificate					
Educational Aide Certificate	You can also:					
Statement of Qualifications	View your Texas educator certificates					

3. The first page provides the fees and requirements to issue the Educational Aide certificate. The applicant clicks **Apply for Certification**.

Educator Apply for Educational Aide Certification

Effective 09/01/2017, Educational Aide certificates are issued for a two year validity period. After the certificate expires, individuals must reapply for a new Educational Aide certificate. The school district must recommend for an Educational Aide certificate that has expired or to obtain a higher level.

# To receive an Educational Aide Certification you must:

- Apply for certification
- Pay a \$17 certification fee (Your application will be deleted if the required fee is not paid within 48 hours.)
- Pass a criminal background check
- Be recommended by your employing school district

Apply for Certification

4. The following page provides an affidavit and a series of questions that must be answered by the applicant. The School District must also be selected from the drop-down list.

## **Educator Application for Certification**

Ed Aide,

"I do hereby agree, consent and direct that any person or entity maintaining information in any form relating to my criminal history shall release all such information upon the request of the Texas Education Agency."

"I do further hereby 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 instruct the youth of this state, and do hereby expressly direct that any such person or entity release such information upon the request of the Texas Education Agency."

"I do hereby release, discharge, and exonerate the Texas Education Agency, its agents or representatives, and any person or entity so furnishing information from any kind and all liability of every kind arising therefrom."

"The foregoing consent and release is valid and binding so long as I hold or seek my certification, license, permit, or other credential issued under the authority of the Texas Education Code."

"I understand that any credential issued to me by the Texas Education Agency is the property of the State of Texas. I agree that I will tender my credential to the Texas Education Agency."

"I understand that a copy of this affidavit shall have the same force as the original."

"I have reviewed this application and I affirm that all of the information which I have provided on the application is true."

I have read, understand and agree to adhere to the educator's Code of Ethics.

Yes 🗹

Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction? Yes  $\bigcirc$  No  $\bigcirc$ 

Have you ever been investigated by a licensing authority or had a license, certificate, or permit revoked, denied, suspended, or subject to any other sanction in Texas or any other state?

Yes 🔿 No 🔘

You MUST be currently employed by the school district selected below to apply and be recommended.

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Employing School District ALLEN ISD (043901)

TEA no longer mails paper certificates. The representation of a person's certificate status as maintained on the agency's website is considered to be the official record of educator certification. This electronic representation of the certificate statisfies Section 21.053(a) of the Texas Education Code, which requires individuals to present their certificate prior to employment by a school district. To print a copy, select the "View Certificates" link (menu left-hand side).

🗹 Email and mailing addresses have been verified – (to update addresses, click on the link 'Change Address,' menu left-hand side)



5. The next page will ask for confirmation of the district that was selected. If correct, click **Continue**.

Educator Application for Certification

Important!
It is critical to the application and recommendation process that you select your correct recommending entity. Selection of the incorrect entity will delay/prevent the processing of your application and the issuance of your certificate.
You have selected ALLEN ISD (043901) as the entity that will recommend you to SBEC for certification.
If this is the correct entity, press "CONTINUE". If you selected the wrong entity, press "RE-SELECT" to select the correct recommending entity.
CONTINUE RE-SELECT

6.	The page after	summarizes	additional	steps.
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#### Educator Educational Aide

### You are applying for: ALLEN ISD (043901)

\$17 fee is required to process this application. Your application will NOT be considered until payment is received. Your application will be deleted if the required fee is not paid vithin 48 hours. You will receive an email from the TEA when your certificate has been processed.
Our records indicate that you are required to be fingerprinted.
For the TEA to begin processing your fingerprint, we need to receive the following:
Application Certification - Online Application for Certification     \$40.25 Fingerprinting Fee



A fee of \$17 will be required, and completion of fingerprints (\$40.25 fee).

# Click Apply for Certification.

7. A system-generated email is sent after you apply that verifies the district selected and indicates that an online recommendation from that district will be needed for issuance of the certification.



8. Pay the required fees.

### Educator Application Status

You may pay for any pending applications on this page. They are listed below. TEA may notify you by email about these applications.

No longer see your application? Have questions? Please check our <u>frequently asked questions</u> about an application you have submitted.

Current Requests for Ed Aide										
Request Type	Application Date	Update Date	Entity		Fee	Status				
Educational Aide	4/28/2020	4/28/2020	ALLEN ISD		** <u>Pay online now.</u>	Applied				
Fingerprint Request (Non-Refundable)	4/28/2020	4/28/2020	SBEC		*** <u>PAY ONLINE NOW</u>	View Fingerprint Status				

View all my Ecommerce transactions/Print a receipt.

9. You will be emailed instructions to complete fingerprinting.

10. Your school district must recommend you for the Educational Aide certificate.