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 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.**

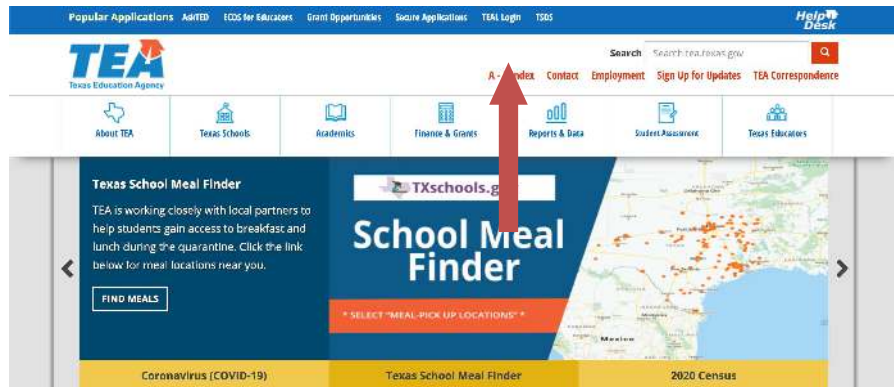*The state requires:*
- Payment of $78.00 for Intern Certificate.
- Payment of $39 to process the criminal background check. Both are payable to SBEC by credit, debit or electronic check.

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 username and password you received by email from TEA. It is suggested that you copy and paste the password into the box. Click *Login*.

When you log in, always click on the underlined ***View My Educator Certification Account*** to access your educator profile. Make sure all profile information is always up to date.
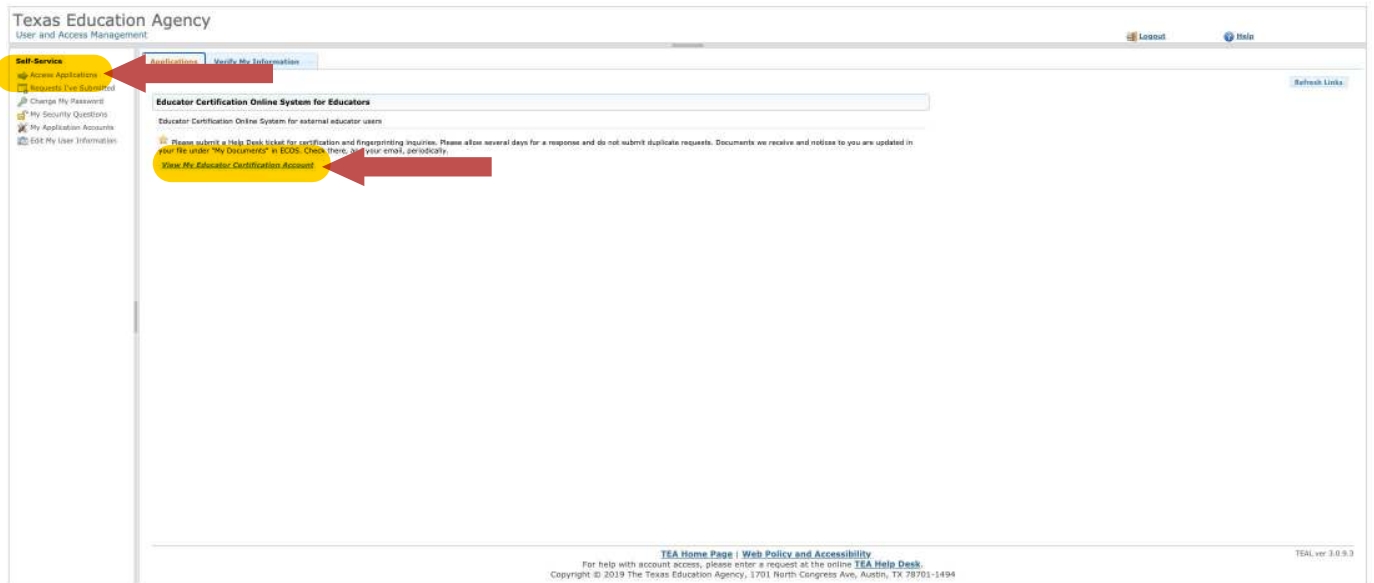
*Create an account
if you are a New User:*

-Select "Request New User Account"
-Select "Educator" in the Organization Type.

Note: If you already have a TEA Profile Account, just log into your account. Review and update if needed. If you need assistance with access to an existing user account, please go to https://txeduagency.zendesk.com

Fill in the information.

Select "Candidate participating in an Educator Preparation Program".

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:

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-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.

TEXAS TEACHERS *of Tomorrow*

FINGERPRINTS

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.

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.

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 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.

6. 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.

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 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.

Main Menu

Application/Fee Status

Fingerprint Status

Applications ▾

Standard Certificate Texas Program

Renew a Standard Certificate

Additional Certification by Examination

Intern Certificate Texas Program

Probationary Certificate Texas Program

Out-of-State Certified Applicants

Out-of-Country Certified Applicants

Educational Aide Certificate