

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.*

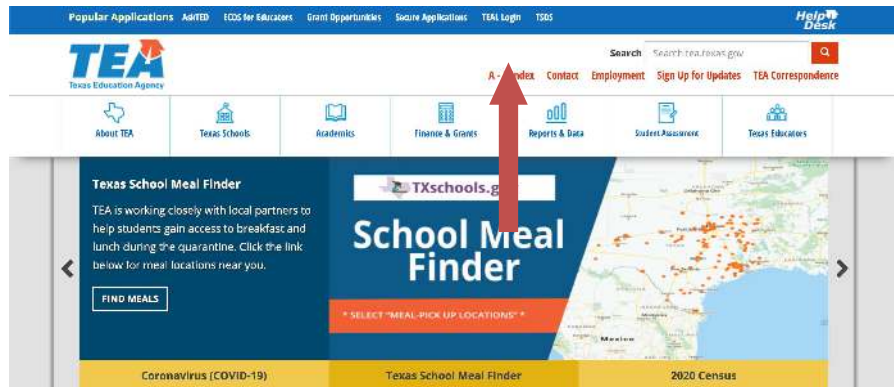
The state requires:

- 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**.



TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

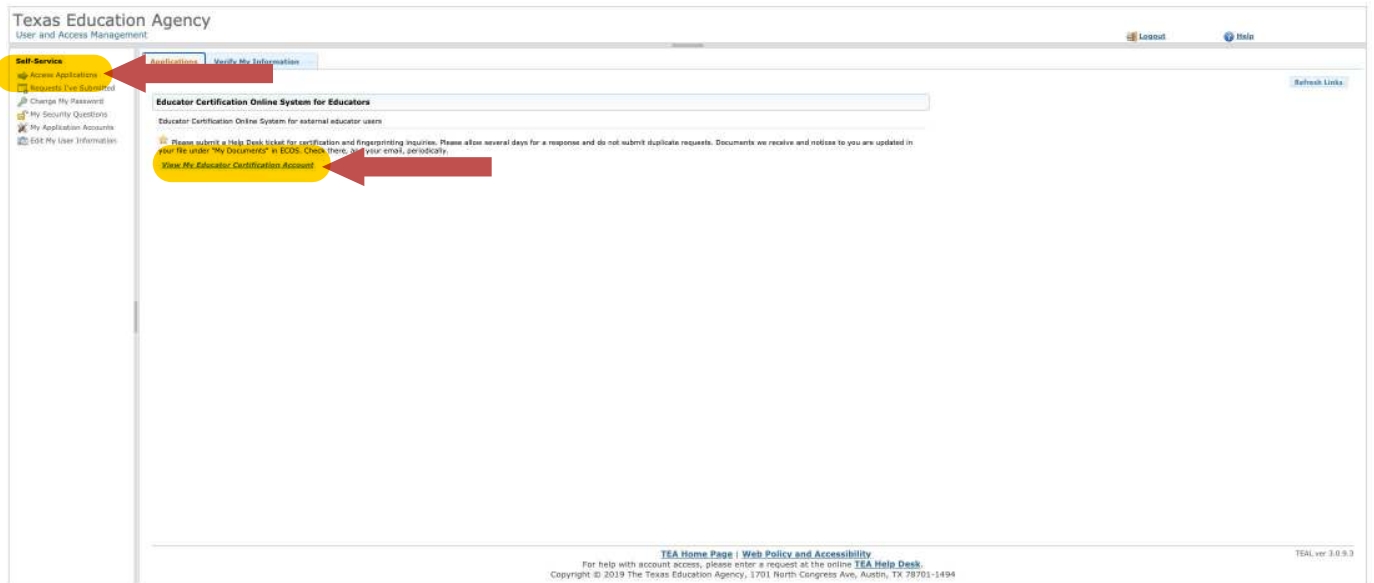
Username:

Password: [Show Password](#)

[Forgot your password?](#)
[Forgot your username?](#)

[Help for Request Process](#) | [Help for Educator Account Setup](#)
[Help with Password Reset](#)

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://txedagency.zendesk.com>

Texas Education Agency
User and Access Management

NOTICE:
If you completed this form previously and have a TEA Login (TEAL) user account, requesting an additional account can cause a denial of access or delay in account setup.
If you need assistance with access to an existing user account, please go to <https://txedagency.zendesk.com> and click Submit a Request.

First Name:
 Middle Name:
 Last Name:
 Suffix:

* Primary Email Address: All notifications will be sent to this address.
 * Verify Primary Email Address:
 Secondary Email Address: If the primary email address becomes invalid, the security code can be sent to your secondary email address to reset your password.

* Birth Month: The month of birth (1-12)
 * Birth Day: The day of the month of birth (1-31)
 Birth Year: YYYY

* Organization Type: Select One... The user's organization type.
[Click here for Organization Type descriptions](#)

Job Title:

Phone Number: Must include area code.
 Cell Phone Number: Must include area code. Standard data/messaging rates may apply. Cell phone number can be used for password resets.
 Street Address:
 City:
 Country: United States

[TEA Home Page](#) | [Web Policy and Accessibility](#)
 For help with account access, please enter a request at the online [TEA Help Desk](#).
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TEAL ver: 3.0.5.3

Fill in the information.

Select "Candidate participating in an Educator Preparation Program".

TEA
Texas Education Agency

Educator Certification Online System (ECOS)

Educator Account Search

Before creating or accessing your account we must search our system for prior records.
 Please enter in the following information so we can create or access your account.
 Your name must appear exactly as it appears on your valid state ID.

If you do not have a Social Security Number or previously assigned number beginning with a "T" or "P", [Click here](#).

Last Name:
 Social Security Number or previously assigned file number:
 Confirm Social Security Number or previously assigned file number:
 Date of Birth: Month: Day: Year:

Application applying for:

- Candidate participating in an Educator Preparation Program
- Out-of-State Applicant (First Time Applicant)
- Out of State Certified Applicant (First Time Applicant)
- Out of Country Certified Applicant (First Time Applicant)
- Temporary Teaching Certified Applicant (First Time Applicant)
- Previously Certified
- Principal Survey

*Required Fields

Release 15.6.4.3

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:

The image shows two screenshots from the Texas Education Agency website. The top screenshot is the 'Educator Intern Certification Menu' with a 'Main Menu' on the left. The 'Intern Certificate - Texas Program' option is highlighted in yellow. A red arrow points from this menu item to the 'Apply for Certification' button. The bottom screenshot is the 'Educator Application for Intern Certification' form. It contains an 'Applicant's Affidavit' section with several paragraphs of text and checkboxes. A dropdown menu for 'Request to be recommended by the Entity' is set to 'A+ Texas Teachers (Alternative Program)'. There is an 'Apply' button at the bottom of the form.

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.**

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.

A screenshot of the IdentoGO scheduling interface. The header shows 'IdentoGO' and '11G51R - Texas TEA Charter Certified - CN'. Below the header is a progress bar with three steps: 'Essential Info', 'Eligibility', and 'Additional Info'. The 'Essential Info' step is active. The main content area contains a form with two radio buttons: 'Name / Method of Contact' (unselected) and 'UE ID / Date of Birth' (selected). Below the radio buttons, there are two input fields: 'UE ID' and 'Date of Birth'. The 'Date of Birth' field contains the date '3/1/17'. At the bottom of the form, there are two buttons: 'Cancel' and 'Next >'. A footer at the bottom of the page reads '© 2017 IdentoGO. All rights reserved. Privacy Policy'.

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/Identigo. 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/Identigo 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.

