

# University of Dallas

## Educator Preparation Program

### Additional Certification

“A teacher who holds a valid Texas classroom teaching certificate and a bachelor’s degree may add classroom certification areas by successfully completing the appropriate certification examination(s) for the area(s) sought. More than one area can be added at a time for one fee. This is called Additional Certification by Examination.”

The educator must register for the test through the Educational Testing Service. After the educator has taken and passed the test and the scores appear in the educator’s account, the educator must login to their account and apply to add the area to the existing certificate.

#### Additional Certification by Examination Steps:

1. Be sure the name on your certificate matches the photo I.D. you will show at the testing site. Email TEA to complete a name change if needed.
2. Register for the classroom certificate area test that you want to add to your certificate. You can register online or over the phone with the Educational Testing Service at [www.texas.ets.org](http://www.texas.ets.org) or 800-205-2626. TEA is not the testing company.
3. Take and pass the test. When your scores appear in your TEA online account and show that you have passed, login to your TEA account and select Applications.
4. After clicking on Applications, go to the option that says Additional Certification by Examination and go through the online application process.

The new certificate area will be added to your existing certificate pending a clean background check.

(additional certification is not available for initial certification or for professional certification.)

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