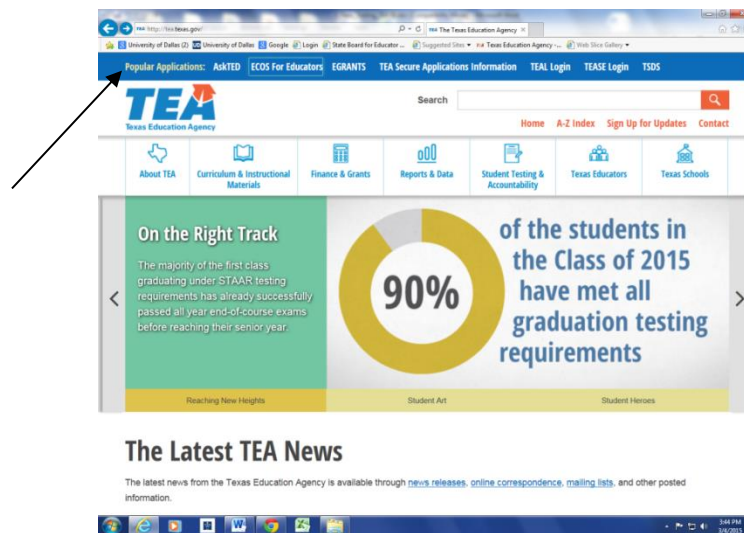


University of Dallas Educator Preparation Program

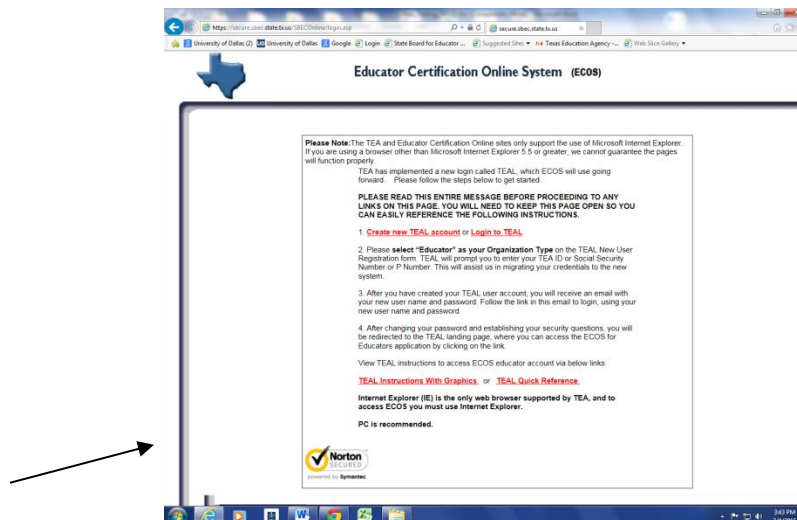
Online Test Registration

“When you access the ETS/TEExES online registration system for the first time at www.texas.ets.org, you will be required to create an ETS testing account.” To establish an ETS testing account, you will need to provide your TEA number.

If you don't have a TEA ID number, go first to the TEA homepage at www.tea.state.tx.us. Choose the “ECOS for Educators” link at the top of the page in the blue title bar and follow the prompts to create a TEA online account. Please note Internet Explorer may be required. Keep a record of your TEA number and login/password information.



A. When the next page comes up, click on “[Create new TEAL account](#)”



B. Complete the information on the “User Access and Management” page and submit. NOTE: Your Organization Type is “EDUCATOR.” Scroll all the way down to bottom and “Submit.”

TEA Login (TEAL) uses one user account for all application access. TEAL User access can handle multiple application accounts, each with its own organizational affiliation.

Under normal circumstances, you only need to fill out this registration form once. If you have already completed this form but have not received an email with your username and password, please allow up to six hours for the processing to complete or check your junk/spam email folders for an email from TEAL_Admin@tea.state.tx.us.

TEA employees and contractors please note: Your request must be approved by HR or your manager and this will add to the processing time.

* First Name:
Middle Name:
* Last Name:
Suffix: Generational, Academic, Professional (Jr, PhD, CPA)

* Email Address: All notifications will be sent to this address.
* Verify Email:
* Birth Month: The month of birth (1-12)
* Birth Day: The day of the month of birth (1-31)

* Organization Type: The user's organization type.
Job Title:

Please enter the following information in order to search for an existing Educator account that belongs to you. If you do not have a Social Security Number or previously assigned number beginning with a "P", check the box labeled "None" for this section.
SSN must be nine (9) numeric characters only. Spaces, alphabetic characters, hyphens, slashes or any other special characters are not allowed.

SSN: or Previously assigned file number: None

TEA ID:

TEA Home Page | Web Policy and Accessibility
If you have any questions, please send email to TEAL Support at TEAL.Support@tea.state.tx.us.
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* Email Address: All notifications will be sent to this address.
* Verify Email:
* Birth Month: The month of birth (1-12)
* Birth Day: The day of the month of birth (1-31)

* Organization Type: The user's organization type.
Job Title:

Please enter the following information in order to search for an existing Educator account that belongs to you. If you do not have a Social Security Number or previously assigned number beginning with a "P", check the box labeled "None" for this section.
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SSN: or Previously assigned file number: None

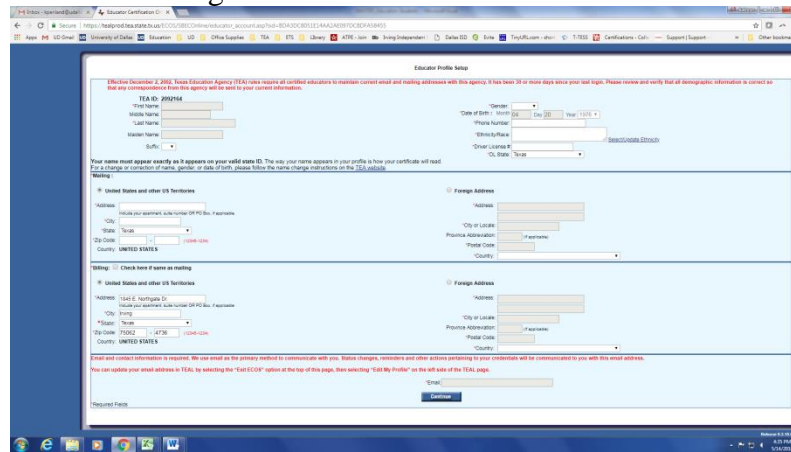
TEA ID:

* Phone Number: May include area codes and extensions
* Street Address:
* City:
* Country:
* State:
* Zip or Postal Code:

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Once you have completed the steps, you will be assigned a TEA number. Your TEA number will be emailed to you as well. This is the TEA number is required to create your account to register for the TExES Content & PPR Test through Education Testing Services (ETS).

C. The final step is to fill in your demographic information under your Educator Profile. This will need to be completed before continuing onto the ETS website:



Do not continue at the TEA site. You do not need to complete the registration or pay for your certificate at this time. You simply are getting a TEA number to test.

“You may use a different user name and password for your ETS testing account than you did on your TEA account; however, all other information must be identical. Be sure to enter your full name exactly as it appears on the ID documents you will present on the day of the test. If the name on your ID documents and the name on your admission ticket do not match, you may be prohibited from taking the test or your test scores may be canceled after you have taken the test.”

Next, from the ETS homepage www.texas.ets.org choose the “Register” link at the top of the page. Review the “Test Registration Quick Start Guide” on this page and if you are a new user, review the “Quick Start Guide for New User Account Creation” on this page. Review the “Test Registration Bulletin” for important information about test dates and test procedures.

1. ETS ACCOUNT SET UP AND LOGIN FOR THE TEXES. See the Quick Start guide for new user account creation provided by TEA. You need to complete steps 1-6. Disregard steps 7, 8, and 9.

All students earning certification must pass the two certification tests, one in content, the other in Pedagogy and Professional Responsibility (PPR). Cost of each test is \$131 plus tax; which is paid for through your University of Dallas Pre-Clinical Teaching Fees and Clinical Teaching Fees. **DO NOT SUBMIT TESTING FEES TO ETS OR TEA.**

Before Clinical (Student) Teaching, you are required to take and pass the content area test for the certificate you are earning. The preferred test is the CAT (Computer Administered Test), examples are below:

- Core Subjects Generalist EC – 6: TExES 291 Generalist EC-6
- English 4-8: TExES 115 English Language Arts and Reading 4-8
- English 7-12: TExES 231 English Language Arts and Reading 7-12
- Latin EC-12: TExES 612 Languages Other Than English: Latin EC-12
- Math 4-8: TExES 115 Mathematics 4-18

- History 7-12: TExES 233 History 7-12

Once you have passed the practice content and PPR test with Certify Teacher, you will need to contact the Certification Officer to register for your test. Please have your account set-up and an idea of which testing center, date, and time you want to take your test before making your appointment.

Please be sure to check out the testing site in Bedford, it is only about 15 minutes west on Highway 183.

For general inquires concerning test registration related issues and questions regarding payment, admission tickets and score reporting, call ETS at 1-800-205-2626.

You will only be allowed ot register for tests for which you have been approved. Contact the Certification Officer if you don not see the correct test appear at registration.

Created: 6/1/2018