

University of Dallas

Educator Preparation Program

Requesting Your Certificate

“Passing a certification examination does not automatically result in an educator certificate. You must apply for the certificate through your TEA account. Participants in an educator preparation program (EPP) should not apply until all of the requirements of the EPP have been fulfilled.”

- 1) From the TEA homepage at www.tea.state.tx.us choose the TEAL Login link at the top of the page in the blue title bar.
 - a. Click on the Educator link
 - b. Set up and/or complete your profile
 - c. Click Continue and follow the prompted directions

Do not choose Master teacher if you have a Master’s degree. The Master Teacher Certificate cannot be issued as an initial certificate. Eligibility is based on successful completion of a TEA approved Master Teacher program. A post-graduate degree alone does not qualify you for a Master Teacher Certificate.

- 2) Apply – to apply you must:
 - a. Complete the EPP Candidate Exit Survey
 - b. Arrange to have the certification fee paid through the Certification Officer
 - c. Pass the criminal background check
 - d. Pass the appropriate examinations for the certification desired.
- 3) Complete the affidavit, choosing the entity University of Dallas – (appropriate program path) and typing in the certificate you are requesting (example: Core Subjects EC-6 or Math 4-8)
 - a. Program Paths are as follows:
 - i. University Based – traditional certification with Bachelor’s degree
 - ii. Post Baccalaureate – traditional certification with a higher degree (Master’s or PH.D.)
 - iii. Alternative Certification – Certification only
- 4) Complete the Educator Preparation Program (EPP) Candidate Exit Survey
- 5) Upon completion of the survey, arrange to have the fees paid through the Certification Officer. * You will need to see the Certification Officer to complete this step since this was paid as part of your fees for Clinical Teaching or Alternative Certification.

The Certification Officer will confirm that the student has met all requirements for certification and will recommend the student on behalf of the University of Dallas. The student will receive e-mail notification from TEA noting the university recommendation. Another later email will notify the student that certification has been completed by TEA.

At this point, the educator may view their virtual certificate online at the Texas Education Agency website. All Texas certificates are virtual and can be printed by the educator from the TEA/SBEC website. No physical certificate will be mailed.

Fingerprinting

All applicants for educator credentials are required by state law to submit fingerprints to the State Board of Educator Certification (SBEC) for a criminal background check that is conducted by the Federal Bureau of Investigation (FBI).

The Texas Department of Public Safety (DPS) through a private vendor provides digital fingerprinting service to those individuals that require fingerprinting for state licensing purposes in Texas.

A few facts about the digital Fingerprint process:

- All applicants who use the digital fingerprinting vendor must arrange with the University of Dallas Certification Officer to pay their fingerprinting fees online prior to being able to use the vendor's digital services. (Please contact the Certification Office to assist with payment.)
- The applicant will receive an email from SBEC that will contain a document (FAST Fingerprint Pass) that will allow them to use the vendor's digital services.
- The applicant will be required to make an appointment with the vendor and present the document (FAST Fingerprint Pass) at their fingerprint appointment.
- Applicants will be required to pay the vendor a fee for the fingerprinting service.
- The average turnaround time for completion of the digital fingerprint process is 48 hours.
- For a list of current sites visit the digital fingerprinting vendor location link.

Created: 6/1/2018