

Certification Officer Training FAQs
Training presented virtually on September 23rd & September 24th, 2021

General

1. Can you explain what AskTEDs and where to find it? Why and how should Educator Preparation Programs (EPPs) use AskTED?

EPP requires the TX PACT exam as an additional admission requirement.

9. Candidates are asking about limited options for gender and ethnicity when creating their educator account. Will TEA be adding more options in the future?

This is great feedback to hear from the field. We can look at options for candidates when creating an educator account that aligns with other systems used in Texas.

10. Is there a PowerPoint on how to create an educator account to be able to show candidates?

Yes. TEA has provided [Educator account setup instructions](#) that include step-by-step instructions with screenshots detailing how to set up an educator account. The instructions can be found on [TEA's Certification page](#).

Educator Certification

1. Is the application process for a nonrenewable permit the same as an emergency permit?

Yes. School district personnel with access to ECOS for Entities will select "Apply for Nonrenewable Permit" in the dropdown menu.

2. Is it possible for an EPP to find out how many students get certified within an academic year via ECOS?

Yes. EPPs can find out how many candidates have been certified by sorting the certificate recommendation list for "Certified". This list may also be downloaded using the link at the bottom of the "Entity Recommendation List" page.

3. Can a candidate switch from an emergency certificate to an internship once they meet internship certification requirements?

Once a candidate meets the requirements for an Intern or Probationary certificate, the EPP may recommend the certificate. If a candidate was on a permit, be advised that the permit counts as one of the three temporary certificates a candidate may have prior to standard certification. Please note that a permit cannot run concurrently with an intern or probationary certificate. Reference [19 TAC §230.36\(c\)\(4\)\(A-D\)](#).

4. Can an emergency permit be issued by a school district for a candidate in an EPP if the EPP provides that certification area?

No. If the EPP offers the certification category on the permit, the candidate will need to work towards certification in that category. See [19 TAC §230.71\(j\)](#)

6. When a district requests to put a candidate on an emergency permit the EPP is required to provide a deficiency letter. Is there a standard form that is used for the deficiency letter? The EPP is allowed to create its own template for the deficiency letter (also known as the certification plan). The requirements for what must be included in the certification plan are found in [19 TAC §230.79\(a\)\(2\)\(A\)](#).

7. I recommended someone for the certification and a few minutes later I found out that I shouldn't have done that. Is there a way to stop it without my getting any penalty? If the certificate has not issued yet, then the recommendation can be removed by EPP staff by locating the candidate in the certificate recommendation list and using the "Remove Selected Recommendations" button to set the certificate back to "Not Recommended". If the recommended certificate has been issued, EPP staff should reach out to the candidate.

Finisher Records List

1. Are EPPs required to formally advise a student of their enrollment status?

The EPP is not required to advise a candidate of their enrollment status unless the candidate leaves the program. The EPP could notify finisher candidates of their status in the event the candidate completes all program requirements but does not certify. [19 TAC §228.20\(h\)](#) requires the EPP to have a published exit policy for dismissal of candidates that is reviewed and signed by candidates upon admission. The amount of time a candidate can be inactive before being removed from the enrollment list would be part of that exit policy. Remember to retain the signed exit policy document in the candidate's record.

2. Where do you find the "request to change the certification category" form?

EPPs may create their own form for a candidate to request to change the certificate category from the category chosen at admission. The candidate must make the request in writing. The EPP will keep the written request in the candidate's file. If the EPP accepts the request, the EPP must prepare the candidate and grant test approval in the new certificate category. Reference [19 TAC §228.40\(c\)](#).

3. If a candidate withdrew from our program, was removed in ECOS, and then changed their mind to come back, can we readmit them?

Yes. If a candidate withdraws from an ED (e) 18-9.3 -0.7 (e)-6 (1) 0.261 0 Td.8 (292.8 (d) 2.2) 11 8j0.260 Td() 2.8 (e) 3

Fingerprinting

[230, Subchapter C of the Texas Administrative Code](#). The code establishes that a request for a waiver must not be postmarked earlier than 45 calendar days after an unsuccessful exam attempt.

5. Who can provide

10. What's the difference between TExES #117 and TExES #217 exams?

The TExES #217 is a redesigned exam for the English Language Arts and Reading 4-8 certification. TEA recommends you review preparation manuals for both exams on [Pearson's website](#). You can find a breakdown of the domains, competencies, and test frameworks for each exam on the Pearson website.

11. What is the last date a candidate can be recommended for certification using a passing score on the TExES #117 English Language Arts and Reading (ELAR) 4-8 exam?

Candidates will have until 10/30/2022 to apply and get recommended for their standard certificate using exam #117.

16. Where can I find test approval TAC rules?

EPPs can find test approval rules in [19 TAC §228.40\(d\)](#) and [19 TAC §230.21\(b\)](#). Please review all TAC rules regarding test approval. EPP staff who provide test approval to candidates should be aware of the rules and understand when test approval can be provided.

Internships& Training

1. Is an intern someone that does a year long program and not someone who does a B0g2.5 (g)]TJ 0 Tc1.674

5. If a field supervisor is not allowed on a campus to observe our teacher candidate, can the field supervisor conduct virtual observations?

No. Current TAC rules do not allow teacher candidates to be observed virtually for the 2021-2022 academic year. TEA sent out a [To The Administrator Addressed letter](#) on September 2, 2021 advising Local Education Agencies (LEAs) to work with EPPs to ensure field supervision requirements can be met.

6. If a candidate in an alternative certification program has been teaching in a charter school for a couple of years, does the candidate still need to complete the field-based experience hours?
[19 TAC §228.35\(e\)\(1\)\(C\)](#) allows for up to 15 out of the 30 field-based experience hours to be met as a long-term substitute. A candidate's prior teaching experience that occurred outside of EPP enrollment cannot count towards FBE requirements.

7. Senate Bill 1590 proposed that an individual who has completed the requirements for a teaching certificate under the current rules (19 TAC §228.35(e)(1)(C)) and has been employed as a teacher in a public school for at least 12 months (19 TAC §228.35(e)(1)(D)) can be exempt from the field-based experience requirements.

11. How many observations are required for new teacher candidates completing a practicum through an internship?

Per [19 TAC §228.35\(h\)\(1-3\)](#), an EPP must provide a minimum of one formal observation within each the first, second, and final third of the practicum. The program should notify field supervisors of the practicum observation frequency requirement to ensure field observations are occurring as required.

Data

1. What does RFC stand for?

RFC is the acronym for "Request for Correction" of Finisher Records for a Previous Reporting Year. An EPP would submit this form for TEA to edit a candidate's status on the EPP's Finisher Records List (FRL) in a closed reporting year (e.g., 2019 – 2020).

2. Can an EPP submit an RFC form with multiple candidates, or should the EPP submit one form for each candidate?

Yes, an EPP may submit an RFC with multiple candidates on it. The form allows for five rows to be added in one RFC form.

3. Is DocuSign an acceptable digital signature for EPP-related documents signed by a candidate?

Yes, DocuSign is an acceptable digital signature for EPP-related documents. Make sure the EPP can retain all candidate related documents as required in [19 TAC §228.40\(f\)](#).

4. What if the certificate correction needed is discovered after the six weeks window?

If the certificate correction is discovered after the six-week window, the hiring school district/campus and the EPP must work together to ensure the candidate is in an appropriate placement that corresponds with their issued certificate(s).

5. Where does the EPP go in TEAL to process payments for certificate corrections?

Select the "Educator Search" tab in ECOS, search the candidate by the