



# MILITARY VETERANS, ACTIVE DUTY, MILITARY SPOUSES APPLICATION CHECKLIST

## INFORMATION

Effective September 1, 2015, the Texas Education Agency waives certain fees for eligible military service members, military veterans, and military spouses. You can find more information in the Texas Administrative Code [§234](#).

## STEP 1: ESTABLISH AN ACCOUNT

### CREATE TEA LOGIN ACCOUNT

Your TEA Login (TEAL) account is used to access the Educator Certification Online System (ECOS). Here you can update contact information, submit applications and fees, check the status of received documents and processed applications online.

1. Go to <https://tealprod.tea.state.tx.us/>.
2. Click "Request New User Account".
3. Complete the online form. Be sure to input your name exactly as it appears on your driver's license or state issued ID and select "Educator" as the Organization Type.
4. After you complete the form, click "Submit".
5. The system prompts you to create your password.

### COMPLETE EDUCATOR PROFILE

1. After your account is set up and you are logged in, click the "[View My Educator Certification Account](#)" link (above your TEA ID) to access the Educator Certification Online System.
2. Complete the mailing address section and click "Continue" at the bottom of the screen to save changes.

This information will also be transferred to the testing vendor's website and will update your testing profile there. (Allow at least one hour for changes to be transferred.)

## STEP 2: SUBMIT DOCUMENTS

Applicants who are active-duty

## FEEES WAIVED/NOT WAIVED FOR MILITARY COMMUNITY

Fees Waived for Military Community

## STEP 2

## STEP 4: REVIEW RESULTS

### TEA RESULTS OF REVIEW OF CREDENTIALS

- After your documents are reviewed, you will be emailed a courtesy notification indicating a new document is available. Please check junk and spam folders.
- Under the My Documents tab the "Document Type" column will read "TEA Results of Review of Credentials".
- Please use Google Chrome to view PDF document(s).
- If you are still pending test exemption documents, your application will still be reviewed if new documents are added to your account.

## STEP 5: TESTING

### REGISTER FOR EXAM(S)

If you must take exams to obtain a standard renewable certificate, you can register for the appropriate exams after your credential review is complete.

- Examination registration information and study materials for the Texas Examinations of Educator Standards (TExES) exams are available on the testing company's website, [www.tx.nesinc.com](http://www.tx.nesinc.com) or by calling (800)-877-4599.

If you receive a letter indicating you are exempt from testing, skip to Step 7.

## STEP 6: APPLY FOR YOUR ONE-YEAR CERTIFICATE

If you receive a letter indicating exams are required, you may apply for a one-year certificate if needed for employment purposes (optional).

- From the educator main menu, click on "Applications," then on "Out-of-State Certified Applicants." This will take you to the "Educator Out-of-State Certification Menu." Go to the bottom of the page, click "Continue." The next page will be "Application for Certified Out-of-State Applicants."

Complete the questions on the Applicant's Affidavit then continue to "Educator Out-of-State Application for Certificate" screen and scroll to the bottom of this page. Click on the "One-Year Certificate-\$52," box and then follow the prompts to complete the process.

## STEP 7: APPLY FOR YOUR STANDARD CERTIFICATE

If you are eligible for a standard certificate, you may apply online.

-