

I have a teaching credential from another state or country and will be applying for a Texas teaching certificate.

**Contract Signing Session for Out of State Teachers
Begins at 9:00 a.m. or 1:00 p.m.**

All out of state newly hired teachers will be required to bring the following items with them to their “New Hire Contract Signing Session”:

1. Copy of Out of State Certificate
2. **Original** Official College Transcripts with degree posted from **all** schools that you have attended
3. At your contract signing session you will be creating an account with SBEC (State Board of Educator Certification) and applying for your Review of Records, Fingerprinting and One Year Teaching Certificate. Your beginning assignment date for your One Year Certificate will be August 18, 2008. **Please bring a major credit/debit card to pay all necessary certification/fingerprinting fees to SBEC.**

If you would like to start the process of obtaining your One Year Certificate before you arrive at your contract signing session please read below.

To obtain the required certification/fingerprinting it is necessary to file an application online. Please follow the instructions listed below.

1. Go to www.sbec.state.tx.us
2. Select **“SBEC Online for Educators”**
3. **BE SURE TO FOLLOW INSTRUCTIONS FOR “OUT OF STATE”**
4. Select the area which says **“New User? Create New Account”**
5. You will be required to enter your last name, social security number and date of birth. Then click **“Search”**.
6. After you enter your personal information an email address will be required. Then click **“Continue”**.
7. New users will be required to create a new account by entering a valid username and password.
8. Select **“Applications”** on the menu to the left side of the screen.
9. Select **“Out of State Certified Applicants”**.

Note: You must apply for **“Review of Records”** and **“One Year Certificate”**. For your Assignment Date you will use August 18, 2008. You also need to select **“Option One or Option Two for Fingerprinting”**. All of the charges must be paid on-line with a credit/debit card.

Use your “Back” button to continue to Step 2