

Out of State Certified Educators

Educators seeking certification in Texas must apply for a review of credentials.

Review of Credentials

(Go to <http://tea.texas.gov/index2.aspx?id=25769812541>, click on Educator certification and apply for the Review of Credentials. You must have already received your teacher certificate in order to begin the process.

- Create a TEA Online Account
- Complete application and pay \$180 non-refundable fee
- Submit official transcripts from all universities and colleges
- Submit copies of all certificates, front and back

One-Year Certificate

Educators who have completed the review of credentials and are found to be eligible may be issued a One Year Certificate. During the one year period of this nonrenewable certificate, the educator must complete all appropriate tests. (Do not apply for this certificate until you have secured a position in Texas.)

- You must apply and pay for your One Year Certification
- You must take and pass the Content and PPR exam. Not all exams are offered continuously, so please be aware of dates
- All exams must be completed by January 31, 2020

Test Exemption

- Go to https://tea.texas.gov/Texas_Educators/Certification/Out-of-State_Certification/Out-of-State_Test_Exemptions/
- If you meet the criteria for “exempt” status from the State Exam, you must complete the form on the SBEC site, AND submit a copy to CFISD of the confirmation that the State has granted the exemption. Begin working on this **now** as it takes **12-16 weeks** to be completed by the State

Fingerprinting

You will be required to complete the fingerprinting process in Texas. Mail-in kit takes about 8 weeks to post. In-person appointments in Texas take about 3 days to post which is what we highly recommend. Please speak with a district representative before completing this step.

STEPS

1. <http://tea.texas.gov/index2.aspx?id=25769812541>, Educator Login, Click on **Out of State Certified Applicants**
2. Apply/Pay for **Review of Credentials** (Send all required documents at one time. Include copies of all test results. This will expedite processing)

3. Apply for an **Initial Texas One Year Certificate**.
4. You will be directed to a screen that shows all of your requests:
 - a. Review of Credentials
 - b. Texas One Year Certificate
 - c. **Fingerprinting**
5. Click on "**Pay Online Now**" for Fingerprinting. You will receive a **Fast Fingerprinting Pass** sent to your email on the account. Call the number and request an appointment date/time. During the summer, appointment times may not be available for 2-3 weeks. Please make your appointment at your earliest convenience.
6. Send a copy of your Fast Fingerprinting Pass to us immediately after your appointment.