

**I have a teaching credential from another state or country and will need to apply for a Texas teaching certificate.**

All out of state newly hired teachers will be required to submit the following within 45 days of first paid day of employment:

1. Copy of Out of State Certificate
2. **Original** Official College Transcripts with degree posted from the school that awarded you your degree and photo copies from all other schools you attended

**If you have not applied for your One Year Certificate,  
please read below**

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

1. Go to [www.tea.state.tx.us](http://www.tea.state.tx.us)
2. Select “**Educator Login/Account Set Up**”
3. Log in to your account
4. **BE SURE TO FOLLOW INSTRUCTIONS FOR “OUT OF STATE Applicant”**
5. Apply and pay for “*One Year Certificate*” – **Use your first day on contract as your effective date**

Note: **All of the charges must be paid on-line with a credit/debit card.**

**Use your “Back” button to continue to Step 2**