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](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.)

**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**

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.