

## 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.)

**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.