OUT-OF-COUNTRY APPLICATION CHECK LIST

STEP 1: APPLY FOR A REVIEW OF CREDENTIALS

• CREATE TEA LOGIN ACCOUNT

Your TEA Login (TEAL) account is used to access the Educator Certification Online System (ECOS). Here you can update contact information, submit applications and fees, check the status of received documents and processed applications online.

If you do not have a social security number, please submit a TEA help desk ticket to Educator Certification with a copy of your current passport. You will be assigned a temporary P number to create your TEAL account. After you are assigned a P-Number you will follow the steps to create your TEAL account.

1. Go to https://tealprod.tea.state.tx.us/
2. Click "Request New User Account".
3. Complete the online form. Be sure to input your name exactly as it appears on your passport or state issued ID and select "Educator" as the Organization Type.
4. After you complete the form, click "Submit".
5. The system prompts you to create your password.

IMPORTANT NOTE: While a P-number can be assigned to create a TEAL account and apply for access to ECOS Educator to initiate the out-of-country credentials review process, a social security number will be required to complete the fingerprinting process to qualify for issuance of a certificate.

• COMPLETE EDUCATOR PROFILE

1. After your account is set up and you are logged in, click the "View My Educator Certification

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PAY $164.00 REVIEW OF CREDENTIALS APPLICATION FEE

Additional fees that are not included.

- One-Year Certificate $52.00 to be applied for if needed for employment purposes and eligible. This certificate is optional and requires completion of fingerprinting and demonstration of English language proficiency for issuance
- Standard Certificate $78.00 to be applied for when eligible and requires completion of fingerprinting and demonstration of English language proficiency for issuance
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STEP 4: REVIEW RESULTS

TEA RESULTS OF REVIEW OF CREDENTIALS

- When your documents have been reviewed your app 4-3t h h h hE9Tc -0.003 TEMC /H6ill (h)5.1 (3 (Rh

STEP 6: TESTING

REGISTER FOR EXAM(S)

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A social security number is required to begin the fingerprinting process.

Once the fingerprinting payment is paid online you will receive a pre-enrollment email from IdentoGO (nobody@identogo). The email will provide unique codes and instructions on how to schedule a fingerprinting appointment specifically for TEA though IdentoGO's website.

After your scheduled appointment, the fingerprinting results will transfer directly to TEA within 3-7 business days. **Check your spam/junk folder in case the email was filtered there**

Additional questions specific to completion of the fingerprinting process should be submitted via TEA Help Desk ticket, or by calling 512-936-8400, option 3.