

These instructions will tell you how to apply for a Probationary certificate, but please be aware that for it to issue after you apply:

- 1. You must pay the certificate and fingerprinting fees*
- 2. You must complete the fingerprinting and they must fully process*
- 3. Your program, who provided you with these instructions, must recommend you. You will receive a system-generated email once your program has recommended you.*
- 4. Once your certificate has issued, you will be notified by email.*

Apply and Pay for Intern Certificate

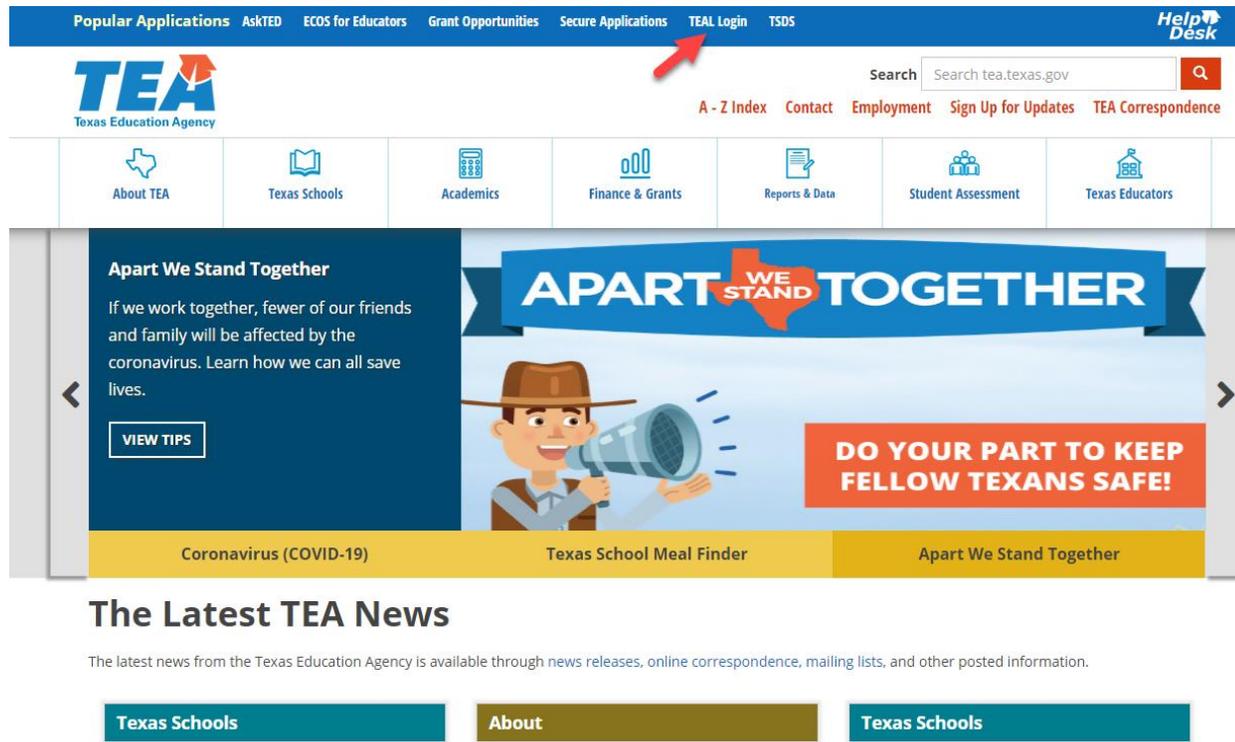
Quick start:

1. Go to tea.texas.gov and click on "[TEAL Login](#)" to create a new account or log in to an existing account.
2. After logging in, click "Access Applications" on the Self-Service menu.
3. Click on the "View My Educator Certification Account" link to access the Educator Certification Online System (ECOS).
4. Verify your profile information and click on "Continue" to move to the next screen.
5. From the Educator Main Menu, click on "Applications".
6. Select "Probationary Certificate Texas Program" and complete the application.

For step-by-step instructions with screenshots, please continue viewing this document.

Step-by-step with screenshots:

1. Go to tea.texas.gov and click on “[TEAL Login](#)” to create a new account or log in to an existing account.





TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password: [Show Password](#)

[Forgot your password?](#)
[Forgot your username?](#)

[Help for Request Process](#) | [Help for Educator Account Setup](#)
[Help with Password Reset](#)

WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

[TEA Home Page](#) | [Web Policy and Accessibility](#)

For help with account access, please enter a request at the online [TEA Help Desk](#).
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2. After logging in, click "Access Applications" on the Self-Service menu.
3. Click on the "View My Educator Certification Account" link to access the Educator Certification Online System (ECOS). If you do not see this link, go to [Account Access for Educators](#) and view "Educators - Account Setup Instructions".

Texas Education Agency
User and Access Management

Welcome, [Redacted] [Logout](#) [Help](#)

Self-Service

- [Access Applications](#)
- [Requests I've Submitted](#)
- [Change My Password](#)
- [My Security Questions](#)
- [My Application Accounts](#)
- [Edit My User Information](#)

Applications

Educator Certification Online System for Educators

Educator Certification Online System for external educator users

★ Please click the blue link below to access your Educator account.

[View My Educator Certification Account](#)

TEA ID: [Redacted]

[Refresh Links](#)

4. Verify or update your profile information and complete all required fields.

TEA
Texas Education Agency

Educator Certification Online System (ECOS)

Welcome, [Name] TEA ID Number: [ID] [Exit ECOS](#)

Educator Profile Setup

TEA ID: [Field]

*First Name: [Field] *Gender: [Field]

Middle Name: [Field] *Date of Birth : Month [Field]

*Last Name: [Field] *Phone Number: [Field]

Maiden Name: [Field] *Ethnicity/Race: [Field]

Suffix: [Field] *Driver License #: [Field]

*DL State: [Field]

[Select/Update Ethnicity](#)

Your name must appear exactly as it appears on your valid state ID. The way your name appears in your profile is how your certificate will read.

For a change or correction of name, gender, or date of birth, please follow the name change instructions on the [TEA website](#).

Click on “Continue” to move to the next screen.

Billing: Check here if same as mailing

United States and other US Territories Foreign Address

*Address: [Field] *Address: [Field]

Include your apartment, suite number OR PO Box, if applicable

*City: [Field] *City or Locale: [Field]

*State: Texas [Field] Province Abbreviation: [Field] (if applicable)

*Zip Code: [Field] - [Field] (12345-1234) *Postal Code: [Field]

Country: UNITED STATES *Country: [Field]

Email and contact information is required. We use email as the primary method to communicate with you. Status changes, reminders and other actions pertaining to your credentials will be communicated to you with this email address.

You can update your email address in TEAL by selecting the “Exit ECOS” option at the top of this page, then selecting “Edit My User Information” on the left side of the TEAL page.

*Email: [Field]

[Continue](#)

*Required Fields

5. From the Educator Main Menu, click on “Applications”.

TEA
Texas Education Agency

Educator Certification Online System (ECOS)

Welcome, [redacted] EA ID Number: [redacted] Exit ECOS

Main Menu

- Application/Fee Status
- Fingerprint Status
- Applications** ▾
- View Certificates ▾
- View Examinations
- My Documents
- Approved Programs ▾
- Change Address
- Satisfaction Survey

Educator Main Menu

What's Available in the Educator Certification Online System (ECOS)?

Click on **Application/Fee Status** to pay for previously submitted applications. You can also view the status of applications that may be pending.

From the menu on the left, click on **Applications** to:

- Apply for an Intern Certificate Texas Program
- Apply for a Probationary Certificate Texas Program
- Apply for a Standard Certificate Texas Program
- Apply to renew a Standard Certificate
- Apply for Additional Certification by Examination in classroom areas only
- Apply for an Educational Aide Certificate
- Apply for a review of out-of-state credentials, a One-Year certificate or a Standard certificate
- Apply for a review of out-of-country credentials, a One-Year certificate, or a Standard certificate

You can also:

- View your Texas educator certificates
- View your Texas examinations
- View approved educator preparation programs

6. Select "Intern Certificate Texas Program" and Apply for Certification

TEA
Texas Education Agency

Educator Certification Online System (ECOS)

Welcome, [redacted] TEA ID Number: [redacted] [Exit ECOS](#)

Main Menu

- Application/Fee Status
- Fingerprint Status
- Applications ▾
 - Standard Certificate Texas Program
 - Renew a Standard Certificate
 - Additional Certification by Examination
 - Intern Certificate Texas Program ←
 - Probationary Certificate Texas Program
 - Out-of-State Certified Applicants
 - Out-of-Country Certified Applicants
 - Educational Aide Certificate
 - Statement of Qualifications

Educator Probationary Certification Menu

To receive a Probationary Certification you must:

- Have been accepted to participate in a Texas approved educator preparation program.
- Have passed the required tests in the content areas for any certification sought. Classroom teaching areas also require a passed Pedagogy and Professional Responsibilities test.
- Have been assigned to serve in a supervised internship in the subject area and at the grade level of the certification sought.
- Pay a \$78 certification fee (Your application will be deleted if the required fee is not paid within 48 hours).
- Pass a criminal background check including a national fingerprint based background check.
- Pay a \$40.25 fingerprinting fee

[Apply for Certification](#)