

## Applying for the Standard Certificate

Eligibility for certification includes **completion** of the following:

1. All coursework required by the program as prescribed on an approved degree or certification plan
2. All SBEC required practicum or internship hours
3. Passing score on the appropriate TExES
4. Attainment of a master's degree documented on an official transcript

Upon verification of **all** eligibility requirements, to apply for Texas Standard Certification for a Professional Program, the following steps are required to add the new credential to your Texas Educator Certificate:

1. Login to your [TEAL account](#) on the [TEA website](#).
2. Verify/update your Educator Profile.
3. Choose "Applications" then click on "Standard Certificate Texas Program"
4. Follow the instructions to apply for your standard certificate. Choose **WTAMU (University Based)** option as entity route.
5. Submit the appropriate fee to TEA.
6. Download and complete Part 1 of the [Certification Application Recommendation](#), email it to your adviser who will verify, sign, and send to the certification officer. (*Note: Confirmation of a Master's Degree and date on an official transcript is required before WTAMU can recommend you for certification*).

TEA approves applications within 5 days of receiving them and the WTAMU certification office processes applications on Monday of each week. TEA approval must be granted before the WTAMU certification office may recommend approval.

In your email correspondence with the [WTAMU certification office](#), always include the following:

- Your TEA ID
- Date of Master's Degree (mm/dd/yyyy) that is verified on an official transcript
- Number of years of teaching experience
- Date TExES was passed
- Number of attempts required to pass TExES (number of times you took the TExES)



# WE TEACH TEXAS

*Providing a quality education workforce across the Texas Panhandle.*