Professional Probationary Certificate Instructions

Step 1: The program chair/director confirms that the candidate’s placement meets the requirements for the probationary certificate. Then he or she will determine the candidate is eligible for a probationary certificate. The candidate must complete the following steps:

1. **Statement of Eligibility for Internship (SOE)** – Complete Sections (1) candidate’s WT and TEA ID#s and (2) candidate’s name and (3) Verification of Eligibility for Internship. The candidate will take this to the hiring district for completion of Section (4) Internship Assignment, and return it to the certification office with his/her contract.

2. **Employment Contract** – The candidate should return the SOE with a copy of his/her employment contract for the school year showing the individual is hired in the assignment indicated on the SOE to the attention of Mr. Gilbert Antunez, assistant director of certification office.

Step 2: After the certification office receives the completed SOE and contract, the candidate must apply for the probationary certificate.

Step 3: The candidate follows these procedures to apply for the probationary certificate:

1. Go to the TEA website and click on TEAL Login.
2. Log in to your TEAL account or create a TEAL account and log in.
3. From the Educator Certification Online System (ECOS blue screen), verify/update your Educator Profile.
4. From the Applications menu, select Probationary Certificate Texas Program, and follow instructions to apply and pay for the probationary certificate; identify the recommending entity as “West Texas A&M University (Post-Baccalaureate program).”
5. Email the professional program director and Mr. Gilbert Antunez, gantunez@wtamu.edu, when you complete the application; include your TEA ID# with the email.
6. Mr. Antunez will verify with your program director that you meet requirements and have submitted appropriate paperwork and recommend the certificate.