Steps Toward Successful Completion of Second Language Acquisition Academies and TExES ESL Certification

1. Attend two Saturday trainings at SFA
   - January 29, 2011 8:15-4:00 (McKibben Room 469)
   - February 12, 2011 8:15-4:00 (McKibben Room 131)
   - 8:15-4:00

   There is an OPTIONAL study session on February 15, 2011 McKibben Education Building Room 439

2. Register for the TExES ESL Supplemental 154 exam
   - Register for and pay for a computer-based test to be taken between February 14 and February 28, 2011.

   AND

   - Mail, fax, email, or give your admission ticket to Mary Catherine Niño by for reimbursement of fee ($120)

3. Take and pass the TExES ESL Supplemental 154 exam
   - Mail, fax, email, or give a copy of your passing score to Mary Catherine Niño to receive certification fee ($77)

4. Apply for ESL Supplemental Certification with SBEC

5. Mail, fax, email, or give a copy of your passing score to Mary Catherine Niño to receive your ENLACE stipend ($300)

MAIL          FAX          EMAIL          GIVE
PO Box 13018     936-468-1573     ninomc@sfasu.edu     McKibben 4th floor, Room 442b
Nacogdoches, TX 75962
How Do I Register for the ESL Supplemental 154 Exam?

1. Create or access your TEA account.
   - Go to [http://www.tea.state.tx.us/](http://www.tea.state.tx.us/)
   - Click “Educator Login/Account Setup”

   A pop-up will appear.

   Choose or and follow prompts.

   Verify your name is listed as it appears on your photo ID. If it does not, please contact SBEC PRIOR TO REGISTERING FOR THE TEST! Contact information for name changes is located here: [http://www.sbec.state.tx.us/SBECOnline/ht_mailadd.asp?width=1152&height=864](http://www.sbec.state.tx.us/SBECOnline/ht_mailadd.asp?width=1152&height=864)

   You may also call SBEC regarding name changes at 888-863-5880

   Print your SBEC Educator Profile or make note of your TEA ID number if all your information is correct. This step is not necessary if you already have an ETS account.

2. Create or access your ETS account.
   - Go to [www.texas.ets.org](http://www.texas.ets.org)
   - Select “Register” at the top..
Next, click on the appropriate link for new users or existing users and follow guidelines.

3. Once you access your account, register for the test
   - When you log on, you will see your name and this option: 
     **Register for a test**  Click on this.
     
     Read the information and click 
     ![Register](image)
     
     Click the boxes stating that you comply with the information and press 
     ![Next](image)
     
     You will see a screen “Schedule A Test” with five drop down menus
TO REGISTER FOR A **COMPUTER TEST**, SELECT THE FOLLOWING OPTIONS FOR STEPS 1-3. To make a selection, use the drop down menu, highlight your option, and click “select.” Then, move to the next step.

**Step 1:** Test Selection Is Complete. To Modify This Selection, Click Edit.

ESL/SUPPLEMENTAL (CAT)

**Step 2:** Test Location Selection Is Complete. To Modify This Selection, Click Edit.

TX, NACOGDOCHES

**Step 3:** The Following Pull-Down Menu Offers The Test Center(S) For The Location You Have Selected.

- Choose one Test Center, then click Select:
  - Stephen F. Austin State University (STN10854A), 1936 North Street
  - Stephen F. Austin State University (STN10854B), 1936 North Street

**Step 4:** Select A Date

**Step 5:** Select Options

**Your Selections**

You have no selections

BE SURE YOU SELECT THIS **EXACT** TEST

YOU MAY CHOOSE EITHER OPTION. SFA HAS TWO COMPUTER TESTING ROOMS.
For Steps 4-5: Choose dates and times to fit your schedule. Computer tests are only offered Monday-Friday. Times will vary according to sessions but will appear on screen prior to registration completion and can be changed by editing Steps 3-5.

**Step 4: Date Selection Is Complete. To Modify This Selection, Click Edit.**

Tuesday September 28, 2010

**Step 5: Options Selection Is Complete. To Modify This Selection, Click Edit.**

First afternoon session available

Choose a date between February 14 and February 25 if possible.

Choose time options which fit your schedule—morning or afternoon. Exact times will show on “Review Selections”

Click when finished.

To complete registration, verify information, check both boxes, and click next.

**Review Selections**

<table>
<thead>
<tr>
<th>ESL/SUPPLEMENTAL (CAT)</th>
<th>edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1938 North Street</td>
<td></td>
</tr>
<tr>
<td>Thomas Rusk Building, Room 328B</td>
<td>09/28/10</td>
</tr>
<tr>
<td>NACOGDOCHES, TX 75962</td>
<td></td>
</tr>
<tr>
<td></td>
<td>afternoon session - 1:30 pm</td>
</tr>
<tr>
<td></td>
<td>$120.00</td>
</tr>
<tr>
<td>total</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

You will need an admission ticket for each test that you register for. Your admission ticket will be available to view and print upon completion of this registration and until the test date.

☐ Please Notify Me Via E-Mail When My Scores Are Available.

**Test Cancellation Policy**

You may cancel a test for which you have registered through your account on this website by completing and submitting the Test Cancellation Request. The test you are registering for is not an on-demand test and you may only cancel using the Test Cancellation form.

If you are registered for Monday testing, military testing, or nonstandard accommodations, you cannot cancel from your testing account. You may only cancel using the Test Cancellation form.

Refund fees will be assessed based upon when the cancellation is processed online or received in the mail. See the current Registration Bulletin for the test you are taking for cancellation deadlines and refund information. Registration Bulletins can be downloaded free of charge from this website.

☐ I acknowledge that I have had adequate opportunity to review, to my satisfaction, the test cancellation policy above and the cancellation deadlines and refund information in the appropriate Registration Bulletin.

**Check This Box**

Add another exam

Your account

Next
Next, verify the test information again and proceed to checkout:

**Proceed To Checkout**

You must complete your registration within 16 minutes. After 16 minutes, the system may time out which will end your registration session. Please call Customer Service immediately at 1-800-205-2826 if the system times out and you have any questions about the successful status of your registration.

**ESL/SUPPLEMENTAL (CAT)**

| 1936 North Street                  | 09/28/10  |
| Thomas Rusk Building, Room 3288    | afternoon session - 1:30 pm |
| NACOGDOCHES, TX 75962             | $120.00   |

**The payment screen will look like this:**

<table>
<thead>
<tr>
<th>Payment Details</th>
<th>Shipping Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>First/Last Name:</td>
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<tr>
<td>Amount</td>
<td>Company:</td>
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<td>State/Postal Code:</td>
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<tr>
<td></td>
<td>Phone Number:</td>
</tr>
<tr>
<td></td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

**Payment Method**

- Pay with a Credit Card or Debit Card with a Visa/MasterCard logo
- Have funds transferred directly from your bank account. Must be a US Bank.

After payment is complete, you will be able to print your admission ticket. Keep one for yourself. Send one to ENLACE for reimbursement (EITHER ELECTRONICALLY OR IN PRINT FORM)
Computer-Administered Testing at SFA

- You must arrive at the test center 30 minutes prior to the start time on your admission ticket (start times vary).
- The testing center is located in the Rusk Building, Room 328. The Rusk Building is across from the Baker Patillo Student Center, close to the cul-de-sac at the intersection of Vista and Alumni Drive.
- To avoid a parking ticket (Monday-Friday), you must get a visitor's parking permit from the parking office on Wilson Drive or from the Information Booth on Vista Drive.
- The testing center will provide scratch paper and pencil. You will not be allowed to bring any items into the testing room.
- You will be provided a locker upon arrival to store your purse, wallet, keys, etc. Computer testers may bring a cell phone, but must turn it off and store it in the locker. You will not be allowed to access the phone until you complete the test.
- You may wear a jacket, but you must have it on when you enter the room (you cannot carry a jacket in with you).
- Bring your admission ticket.
- Bring identification in the same name as the admission ticket.

- Identification must be current, not expired with photograph and signature. Valid driver’s licenses and passports are acceptable forms of identification; student identification is not acceptable as a primary form of identification.
How Do I Apply for My ESL Certification?

http://www.tea.state.tx.us

1. AFTER you have received a passing ESL 154 score, you can apply for your ESL certification to be added to your standard certificate.

2. Create or access your SBEC account.
   - Go to http://www.tea.state.tx.us
   - Find “Educator Login/Account Set Up” in left tool bar.
   - Enter username and password and click
   - Choose “Forgot User Name and/or Password?(click here)” if you do not have your username/password.

3. Verify your “Educator Profile Setup” and click

4. In the left tool bar, click

5. In the menu which appears below, choose

6. Read the information and click

7. Answer the questions in the affidavit and click

8. In the section “Educator Additional Certification by Examination,” follow the rest of the instructions to add ESL Supplemental to your standard teaching certificate.

   If you need assistance, please call Mary Catherine Niño at 936-468-6466.