APPLYING FOR YOUR STANDARD CERTIFICATE

Certificate recommendations require the following:

- All coursework completed
- All grades posted
- Degree conferred on final transcript – (may take up to 6-8 weeks after graduation)
- Field experience completed (student teaching/internship)
- Certification tests completed for specific certificate (PPR and Content)*
- An online application submitted to TEA (www.tea.state.tx.us)
- Payment to TEA for the certificate and fingerprint check

Earliest dates to apply for certificates each semester (Do NOT apply until your TExES testing is completed):

- December graduates may begin applying November 1
- May graduates may begin applying April 1
- August graduates may begin applying July 1

Application Procedures:

- Go to the Texas Education Agency (TEA) website at www.tea.state.tx.us
- On the left hand side of the screen, click on the link for Educator Certification.
- On the left hand side of the screen, click on the link for Educator LOGIN/ACCOUNT SET UP
- After you have logged in to your account, click on Applications on the left side of the Educator Main Menu

Standard Certificate Texas Program:

- Answer questions on the applicant’s affidavit
- Choose Stephen F. Austin State University as the entity
- Indicate specifically the certificate for which you are applying (EC-6 Generalist, 4-8 Math, 8-12 Life Science, etc.)
- **DO NOT CHOOSE MASTER TEACHER UNLESS YOU ARE IN THE MASTER TEACHER PROGRAM AND HAVE COMPLETED TExMat EXAMS!**
- Complete the remaining portion of the application and select SFASU University based, College Recommendation
- Submit your application
- Submit your payment and fingerprint fee
- After payment for fingerprints has been made, students will receive an email with instruction on how to make arrangements for the fingerprint scan

Additional Information:

- TEA will NOT mail you a hard copy of your certificate. You can view your certificate on the TEA website
- An educator who holds a Standard Texas Teaching Certificate has the option to take any content TExES exam by using the Certification by Exam option. If you are successful on these exams, YOU are responsible for adding them to your certificate. Please note: Additional exams will not be available until the Standard Certificate has been issued by TEA. Clearance from SFA is not needed to take the additional exam.
- You will be required to renew your certification through TEA every five years
- Recommendation cannot be made by SFA until degrees have been conferred by the Registrar’s office, which can take up to 6-8 weeks after graduation. Students will be notified by TEA that they have been recommended by SFA. The SFA Educator Certification Office would like to thank you in advance for your patience and understanding.

***IMPORTANT***

For employment seeking purposes prior to recommendation, email edcert@sfasu.edu and request a Pending Letter. Please include your full name (including maiden name) and SFA ID in your email and I will respond with a signed letter on SFA letterhead that you can include in your professional portfolio until your standard certificate is posted.