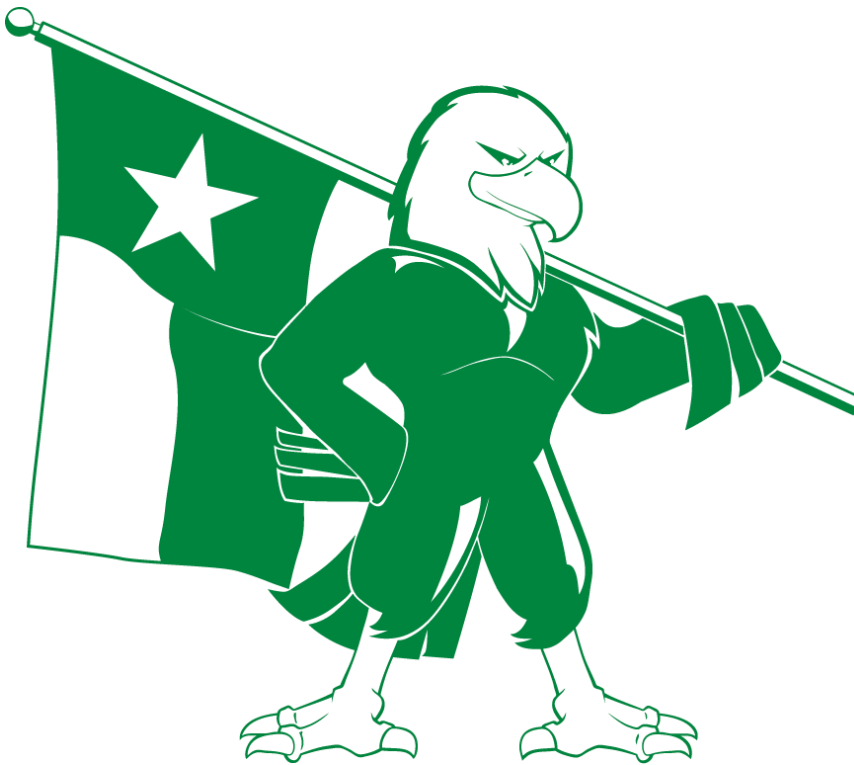


2018-2019

TE_xES Exam Registration



**TE_xES Advising Office
University of North Texas
2018-2019**

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STEP 1 - CREATING YOUR TESTING ACCOUNT

1. Go to <http://www.tx.nesinc.com/> and click **Register**.
2. Click on **Register Now**.



3. Click on **“Create an account now.”**



4. Fill out the requested Account Information and click **Next**. ****USE A PERMANENT EMAIL ADDRESS. THIS ACCOUNT WILL FOLLOW YOU BEYOND UNT.****

The screenshot shows the registration page for the Texas Educator Certification Examination Program. The page is titled "Account Information" and is the first step of a one-step process. It contains several text input fields: "Email Address:", "Confirm Email:", "Password:", "Confirm Password:", "Security Question:" (with a dropdown menu), and "Security Answer:". A "Next" button is located at the bottom left. A large red arrow points to the "Next" button. The page also includes a navigation menu with "Home", "Exams", "Prepare", "Register", "Scores", "Policies", and "EPPs".

5. Select **YES** when asked if you have a TEA ID number, and click **Next**. If you do not know your TEA ID number, you need to log into you TEAL account (<https://pryor.tea.state.tx.us/>) to retrieve it. Not sure how to log into TEAL? Follow our [TEAL Educator Account Access](#) guide.

The screenshot shows the registration page for the Texas Educator Certification Examination Program, Step 1 of 3: TEA ID Number. The page is titled "TEA ID Number" and contains a question: "Do you have a TEA ID?". There are two radio buttons: "Yes" (selected) and "No". A "Next" button is located at the bottom right. A large red arrow points to the "Next" button. The page also includes a navigation menu with "Home", "Exams", "Prepare", "Register", "Scores", "Policies", and "EPPs".

6. Enter your TEA ID Number, First Name, Last Name, and Date of Birth, then click **Next**.

The screenshot shows a web interface with a dark green navigation bar at the top containing links for Home, Exams, Prepare, Register, Scores, Policies, and EPPs. The main content area is titled 'Required Candidate Information' and contains a light blue information box with an 'i' icon and two bullet points: 'You must enter the information exactly as it appears in your Educator Profile on the TEA website.' and 'If you need to update your mailing address, phone number, or email address, you must do so through your Educator Profile on the TEA website'. Below this are four input fields: 'TEA ID Number' (with a placeholder 'Enter TEA ID'), 'First Name', 'Last Name', and 'Date of Birth' (with dropdown menus for Month, Day, and Year). At the bottom are 'Previous' and 'Next' buttons, with a large red arrow pointing to the 'Next' button. On the right side, a sidebar indicates 'Step 2 of 3' and lists the steps: 1. TEA ID Number, 2. Required Candidate Information, and 3. Review Required Candidate Information.

7. Verify that your information is correct. **Check the box** that you have verified the information and click **Submit**.

The screenshot shows the 'Review Required Candidate Information' step. The navigation bar is the same as in the previous step. The main content area is titled 'Review Required Candidate Information' and contains the text 'Please review the information provided.' followed by a list of fields with their values: 'TEA ID Number: 12345678', 'First Name: Jane', 'Last Name: Doe', and 'Date of Birth: 01/01/1990'. Below this is a checkbox with the text 'I have reviewed the personal information above and it is correct.' and two buttons: 'Previous' and 'Submit'. A large red arrow points to the checkbox, and another large red arrow points to the 'Submit' button. On the right side, a sidebar indicates 'Step 3 of 3' and lists the steps: 1. TEA ID Number, 2. Required Candidate Information, and 3. Review Required Candidate Information. At the bottom of the main content area, there is a '+ Top of Page' link and a copyright notice: 'Copyright © 2018 Pearson Education, Inc. or its affiliate(s). All rights reserved. Pearson, P.O. Box 226, Amherst, MA 01004'.

8. You should now see your Account Information. If you received an error message, read it carefully and make the appropriate corrections. Typically, error messages are shown for those who have not completed their Educator Profile in TEAL. In this case, log into your TEAL Account, click on “View My Educator Certification Account,” and verify that you have filled out all required information (gender, ethnicity, driver’s license, etc.).

You are now ready to register for your exams!! Continue on to page 6 for instructions on how to register and schedule your exams.

The screenshot displays the 'My Account' page of the Texas Educator Certification Examination Program. The page features a navigation bar with links for Home, Exams, Prepare, Register, Scores, Policies, and EPPs. The main content area is divided into two columns. The left column contains account information for Jane Doe, including her customer number, name, email, and address. A 'View Personal Information' button is located below this information. The right column lists various account management options, such as 'View Personal Information', 'Update Account Information', 'Change Password', 'View Practice Tests', 'Current Registrations', 'Register', 'View Order History', 'View Scores and Testing History', and 'View Cart'. Overlaid on the page are six callout boxes with arrows pointing to specific links: 'Update your email and password' points to 'Update Account Information'; 'Schedule your test appointments' points to 'Current Registrations'; 'Reschedule existing test appointments' points to 'Current Registrations'; 'Register for exams that you are eligible for' points to 'Register'; 'Review your testing history' points to 'View Scores and Testing History'; and 'Access your score reports' points to 'View Scores and Testing History'. The footer of the page includes copyright information for Pearson Education, Inc. or its affiliate(s), dated 2018.

STEP 2 – REGISTERING FOR YOUR EXAM

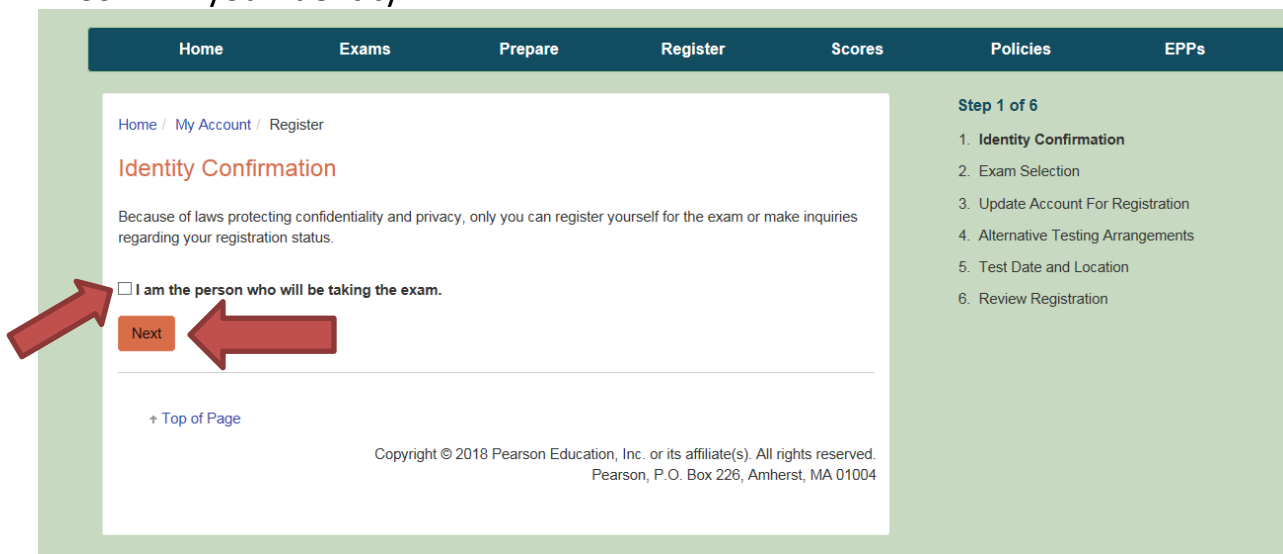
Before registering for an exam, you can [use the seat availability tool](#) (use [this link for language exams](#)) to confirm that there are available appointments at locations and on dates and times convenient for you.

1. Once you are logged into your testing account on Pearson (<http://www.tx.nesinc.com>), click on **Register**, then **Register Now**.



The screenshot shows the Texas Educator Certification Examination Program website. The navigation menu includes Home, Exams, Prepare, Register, Scores, Policies, and EPPs. The 'Register' menu item is highlighted with a red arrow. Below the navigation, the 'Register' page is displayed. It features a 'Register Now' button, which is also highlighted with a red arrow. The page content includes a registration availability notice, a list of prerequisites, and a copyright notice.

2. Confirm your identity.



The screenshot shows the 'Identity Confirmation' page. The navigation menu is the same as in the previous screenshot. The 'Register' menu item is highlighted. The page content includes a 'Next' button, which is highlighted with a red arrow. The page also features a checkbox labeled 'I am the person who will be taking the exam.' and a list of steps for registration. The copyright notice is also present.

3. Select the exam you wish to take from the drop down menu.

Click **Add**.

Click **Next**.

****YOU MAY ONLY TAKE EXAMS REQUIRED BY YOUR CERTIFICATION PROGRAM UNTIL YOU RECEIVE YOUR INITIAL CERTIFICATE. ONCE YOU HOLD YOUR INITIAL CERTIFICATE, YOU WILL BE ABLE TO TAKE ADDITIONAL CERTIFICATION EXAMS.****

Home Exams Prepare Register Scores Policies EPPs

Home / Register

Exam Selection

Select from the list of approved exams below. At a single exam appointment, you may take one exam.

If your exam is not listed below, contact your EPP to ensure you have been approved. The exams indicated below are the only exams that you are currently approved to take. If you are not enrolled with an EPP, submit a request through the [TEA Help Desk](#).

Exam Options

Select the exam you would like to take.

Previous Next

[↑ Top of Page](#)

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Pearson, P.O. Box 226, Amherst, MA 01004

Step 2 of 6

1. Identity Confirmation
2. **Exam Selection**
3. Update Account For Registration
4. Alternative Testing Arrangements
5. Test Date and Location
6. Review Registration

4. Verify and update any account information if prompted.

5. If you do not plan to take the exam with **Alternative Testing Arrangements** (Accommodations), select **No**, click **Next**.

If you do plan to take the exam with **Alternative Testing Arrangements** (Accommodations), select **Yes**, click **Next**.

Home / Register

Alternative Testing Arrangements

Examinees with documented physical, learning, or cognitive disabilities may be eligible for alternative testing arrangements.

i For information about policies and guidelines and about how to complete and submit the Alternative Testing Arrangements Request Form, [read more here](#).

Before indicating "Yes" below, please review [the list of comfort aids](#) that are available at all test centers without prior approval.

Do you plan to submit a request for alternative testing arrangements?

No, I do not plan to request alternative testing arrangements.

Yes, I plan to request alternative testing arrangements.

Previous Next

Step 3 of 7

1. Identity Confirmation
2. Exam Selection
3. **Alternative Testing Arrangements**
4. Test Date and Location
5. Background Questions
6. Score Reporting Options
7. Review Registration

If you selected **Yes**, please be sure that you submit your Testing Arrangements Request Form and any necessary documentation. You can find the Request form and other information related to testing with accommodations by selecting the exam you are taking under the Exams Menu on the Pearson site, and clicking on Requesting Alternative Testing Arrangements from the menu on the right.

Home Exams Prepare Register Scores Policies EPPs

Home / Exams / Art EC-12

Art EC-12 (178)

Format	Computer-administered test (CAT) with 100 selected-response questions
Time	5 hours total appointment time 15 minutes for CAT tutorial and compliance agreement 4 hours and 45 minutes testing time
Exam Dates	By appointment, year round. Test appointments are available on a first-come, first-served basis. Check appointment availability .
Exam Sites	CAT sites are located in Texas and nationwide. Locate a test center .

Exams

Art EC-12

- Preparation Materials
- Payment Information
- **Requesting Alternative Testing Arrangements**
- The Day of the Exam
- Policies

6. Pearson has a two-step registration process. Step 1 involves selection your exam and paying for it. Step 2 involves scheduling the date and location. You are given 170 days to schedule and take your exam from the date you pay for the exam. This will be reflected on the screen in step 4 of the registration process.

Click **Next** to proceed.

Home / Register

Test Date and Location

i You will schedule your appointment--by selecting a test date, testing time, and test center--after completing the registration and payment process.

The exam you have selected can be scheduled within the following testdates:

Exam	First Date	Last Date
English as a Second Language Supplemental	September 25, 2018	March 14, 2019

Previous Next

REFLECTS THE FIRST AVAILABLE DATE THAT YOU ARE ABLE TO SCHEDULE YOUR EXAM.

REFLECTS THE LAST AVAILABLE DATE THAT YOU ARE ABLE TO SCHEDULE YOUR EXAM.

****PLEASE BE AWARE THAT YOU ARE NOT SELECTING THE TESTING DATE AND LOCATION AT THIS TIME. YOU WILL DO THIS AFTER YOU PAY FOR THE EXAM.****

7. Complete the background questions and click **Next**.

The screenshot shows a web interface for the registration process. At the top is a dark blue navigation bar with links for Home, Exams, Prepare, Register, Scores, Policies, and EPPs. The main content area is white and contains the following elements:

- Breadcrumbs: Home / Register
- Section Header: **Background Questions**
- Text: The following questions are required and are only used for the purpose of evaluating exam questions. They are not maintained as part of your educator certification records.
- Section Header: **Best Language**
- Text: What is your best language of communication?
- Form Label: **Best Language selection** (with a red arrow pointing to it)
- Radio Buttons: English, Another Language
- Section Header: **First Language**
- Text: Which language(s) did you first learn as a child?
- Form Label: **First Language selection** (with a red arrow pointing to it)
- Radio Buttons: English Only, English And Another Language, Another Language Only
- Buttons: **Previous** and **Next** (with a red arrow pointing to the Next button)

On the right side, there is a green sidebar titled "Step 5 of 7" with a list of steps:

1. Identity Confirmation
2. Exam Selection
3. Alternative Testing Arrangements
4. Test Date and Location
5. **Background Questions**
6. Score Reporting Options
7. Review Registration

8. Select your preference for receiving your scores via email. Click **Next**.

The screenshot shows a web interface for the registration process. At the top is a dark blue navigation bar with links for Home, Exams, Prepare, Register, Scores, Policies, and EPPs. The main content area is white and contains the following elements:

- Breadcrumbs: Home / Register
- Section Header: **Score Reporting Options**
- Section Header: **Scores via Email**
- Text: Do you wish to have your score report sent to your email address, as a PDF attachment?
- Form Label: **Scores via Email selection** (with a red arrow pointing to it)
- Radio Buttons: Yes, No
- Buttons: **Previous** and **Next** (with a red arrow pointing to the Next button)

On the right side, there is a green sidebar titled "Step 6 of 7" with a list of steps:

1. Identity Confirmation
2. Exam Selection
3. Alternative Testing Arrangements
4. Test Date and Location
5. Background Questions
6. **Score Reporting Options**
7. Review Registration

9. Review your registration information, then select **Add to Cart**.

Home Exams Prepare Register Scores Policies EPPs

Home / Register

Review Registration

Exam	English as a Second Language Supplemental	Change
Alternative Testing Arrangements	Yes	Change
Background Questions	Best Language: • English First Language: • English Only	Change
Score Reporting Options	Scores via Email: • Yes	Change

[Add to Cart](#)

Step 7 of 7

1. Identity Confirmation
2. Exam Selection
3. Alternative Testing Arrangements
4. Test Date and Location
5. Background Questions
6. Score Reporting Options
7. **Review Registration**

10. Proceed to the cart screen to view your total exam costs. The State of Texas charges a nominal fee for processing payments, which is added in to the total you will see.

Click on **Check Out** to proceed to the payment screen. Once you have paid for the exam and have received your confirmation, you may schedule you exam.

Home Exams Prepare Register Scores Policies EPPs

Home / My Account / View Cart

View Cart

Description	Actions	Price
Registration	Remove	
English as a Second Language Supplemental		\$116.00
	Texas.gov Price:	\$118.87*

[Check Out](#)

* Secure payment for this service is provided by Texas NIC. The price of this service includes non-refundable funds that support the ongoing operations and enhancements of Texas.gov, provided by third parties in partnership with the State.

My Account

- View Personal Information
- Update Account Information
- Change Password
- View Practice Tests
- Current Registrations
- Register
- View Order History
- View Scores and Testing History
- **View Cart**

STEP 3 – SCHEDULE YOUR EXAM

When you are ready to schedule your test appointment or if you need to change your test appointment, choose **Schedule** or **Reschedule** in your Pearson testing account.

1. **Select one or more exams to schedule.** If you have registered for two exams, you may schedule them in back-to-back appointments on the same day. After selecting the first exam, click the button to “Add another exam to take on the same day.” If you do not select this option now, you will not be able to add a second exam later and you will not be able to take both exams back-to-back.

Selected Exams:

Exam 1:	TX233: TExES History 7-12 Language: English
----------------	--

Previous

Proceed to Scheduling

Consecutive Appointments
You may add one or more exams to take on the same day. [Tell me more.](#)

2. **Specify your search criteria.** Enter a zip code or city that is convenient to you, and then choose a date to see what appointments are available in nearby test centers.



[Home](#) [My Order](#) [View My Account](#) [Sign Out](#)

Test Center & Appointment Search

Exam Selection: TX178: TExES Art EC-12 | Language: English

All fields are required.

Find test centers near:

e.g., "55437" or "5601 Green Valley Drive, Bloomington, MN" or "Paris, France"

Show me appointments on this date:

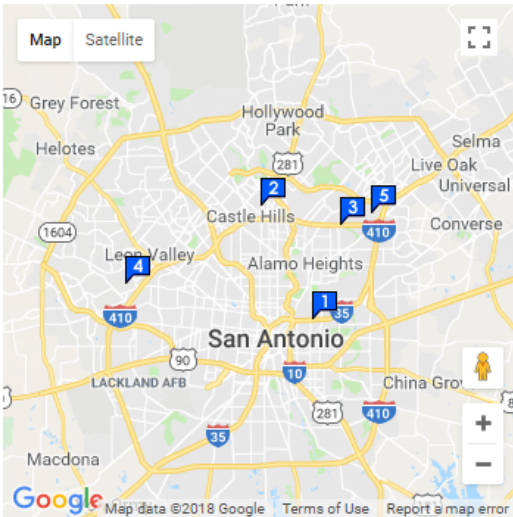


3. Choose your location, date, and time. If there is more than one appointment offered at a test center for a desired date, you can select from a list of available times.

Available Appointments - 09/04/2018

Available appointments are shown next to the test center below. If there are no appointments available, please change your preferred testing date or location. To schedule the appointment, click on an available **appointment time** below.

Test Center	Appointments	Distance* Show km
1 Education Service Center, Region 20 1314 Hines Avenue San Antonio, Texas 78208-1899 United States Test Center Information	08:00 AM	3.0 mi
2 Business Communication Solutions 2379 NE Loop 410 San Antonio, Texas 78217 United States Test Center Information	None available	7.4 mi
3 Pearson Professional Centers-San Antonio TX 100 San Pedro Suite 175 San Antonio, Texas 78216 United States Test Center Information	Select Appointment ▾ 08:00 AM 08:15 AM 08:30 AM 01:00 PM 01:15 PM 01:30 PM	7.7 mi



4. Finalize your selection and check out. Once you choose your desired appointment center and time, you can schedule your test and proceed to check out. There is no payment required in this step.

5. Confirm your information and review testing policies. Review your personal information and agree to the applicable testing policies. Once you have submitted your order, your exam will officially be scheduled.

6. Save your confirmation. You will receive an email confirming your appointment date, time, and test center location. You may also view this information in your Pearson testing account at any time. Admission tickets are not required at the test center; your confirmation email is for your reference.

WHAT TO KNOW:

- You may reschedule or cancel your testing appointment, without any fees, up to 48 hours before your scheduled appointment date.
- You must schedule an appointment and test within 170 days of registering for an exam.
- If you withdraw your registration, you will be refunded your exam registration payment, minus \$25. The Texas.gov funds are not refundable.

ID REQUIREMENTS FOR TESTING

You are responsible for ensuring that the name shown in your testing account exactly matches (excluding hyphens, accents, and spaces) the first and last name on the ID documents you will present at the test center. The name you use when you register is the one that will appear on your admission information.

If your ID documents do not match the name you use when you register, you will be prohibited from testing and your exam fees will be forfeited.

If your TEA Educator account and your testing account on this website have both already been created, please confirm that the name on your ID documents still matches the name that appears in your accounts. If they do not, you must request a name change from TEA at least 12 business days before your test date.



You must bring to the exam administration **two** pieces of original (no photocopies or digital ID) and valid (unexpired) identification, printed in English in the name in which you registered. Your identification must contain your name, a recent recognizable photograph, and your signature.

Your **primary identification** must be one of the following government-issued IDs:

- Driver's license (If you present a Texas driver's license with two expiration dates, your ID will be considered expired if *either* of the expiration dates has expired.)
- State identification
- Military identification (with visible or embedded signature)
- Passport (Diplomatic and embassy ID cards cannot be used in place of a passport.)
 - The following documents can be used in place of a passport if presented along with at least one of the primary or supplemental identification documents:
 - Permanent Resident Card/Resident Alien Card (Form I-551 or I-151)
 - Temporary Resident Card (Form I-688)
 - Employment Authorization Card (Form I-688A, I-688B or I-766)
 - Mexican Border Crosser Card (This form of ID will be accepted only at test centers within 25 miles of the Mexican border.)

Your **supplemental identification** may be any original and valid identification as long as it contains your name and a clear recognizable photograph, or your name and signature.