# Certification Application Instructions

Teacher Certification Applications are completed online on the TEA website after all required certification tests are passed.  Once submitted, TEA will make the application available to the Certification Officer at UNT Dallas.  The Certification Officer will recommend the application once ALL state and local requirements have been met.  To apply for a teaching certificate, please follow the steps listed below:

1. Go to the TEA Website (http://tea.texas.gov)
2. Click on TEAL LOGIN located in the blue bar at the top of the page.
3. Click on Educator (in blue italics in center of the page).  You should see a blue and white page with your personal information.
4. Ensure that your information is up-to-date.
5. Choose Applications on the left.
6. Choose Standard Certificate Texas Program
7. Apply for Certification
8. Answer the Affidavit questions
9. Choose from the drop down box for Recommending Entity:
   University of North Texas Dallas (University Based)
10. Enter Certification: Core EC-6, SPED EC-12, Math 4-8, Principal, School Counselor, etc.
11. Check that you understand Teacher Certifications are no longer mailed
12. Check that you have verified your addresses
13. Apply
14. Verify University of North Texas **Dallas** (University Based) as the recommending entity
15. Complete the Exit Survey
16. Pay your application fee
17. You may be prompted for fingerprinting at this point.  If you have already completed that process, just ignore it.  If not, apply and pay the fee as prompted.
18. Feel free to email the Certification Officer that you have completed your application.
19. Check your TEA Account each week following graduation to see the status of your fingerprints and/or certification application.
20. Go forth, represent UNTD and educate our future!