



Step-by-Step Certification Requirements and Procedures

Individuals are recommended for certification upon successful completion of the TWU Teacher Education Program, including student teaching/internship and passing all required TExES exams. If you have questions regarding this procedure, please contact the main Student Support Office number, 940-898-2829 for assistance. The Student Support Office is located on the Denton campus in Stoddard Hall, Room 211. Individuals desiring to teach in accredited public/private schools in Texas must be certified through the Texas Education Agency's Certification and Standards Division.

Step 1 - Application Procedures

- Full admission to TWU
 - Degree-seeking: Admission to the Masters of Art in Teaching program
 - Certification only: Admission as a Certification Only student with a deficiency plan
- Full admission to TWU's Teacher Education Program

Step 2 - Pass necessary exams

- Content exam (e.g., EC-6 Core Subjects or 7-12 History)
- EC-12 PPR
- Supplemental, if applicable

Step 3 - Complete the program

- Successfully complete all coursework required for the degree or deficiency plan
- Successfully complete all required field experiences

Step 4 - Apply for Certification

- **Must pass all required TExES exams before applying for certification**
- Apply no sooner than two weeks before graduation
 - Go to your Educator Account on the TEA website <https://pryor.tea.state.tx.us/> and click on apply for standard certificate
 - Pay applicable fees:
 - \$77 for application and \$37.75 for fingerprinting, if needed.
 - All first-time applicants must be fingerprinted as part of a national criminal background check. If you do not have fingerprints on file with the Texas Department of Public Safety's approved vendor, you might be required to submit fingerprints again. For more detailed information on fingerprinting please visit http://tea.texas.gov/Texas_Educators/Certification/Fingerprinting/Fingerprint_Requirements_For_Certification_Applicants/.
- Graduate degrees will post approximately two to three weeks after the semester ends and grades are post.
- Office of Student Support Services will recommend you for certification 1-2 days after your degree posts to your transcript.
- TEA will issue your certification 3-4 days after you are recommended once your national criminal background check clears.