

Applying for Educational Aide Certificate

This document contains the step-by-step instructions to apply for an Educational Aide certificate. The instructions are meant for the potential educational aide to follow. If you are a school district representative assisting a potential educational aide with applying, please advise them to follow the steps detailed on this document. You may also reference them for your own clarity with assisting. Thank you!

1. Login into TEAL at <https://tealprod.tea.state.tx.us>.
 - Create a TEAL account if you do not already have one.
 - When creating a new account, be sure to select "Educator" for the **Organization Type**, enter the required information, and click Submit.

The screenshot shows the registration form for the Texas Education Agency. The form is titled "Texas Education Agency User and Access Management". It includes a "NOTICE" section with instructions for existing and new users. The form fields are organized into sections: Name (First, Middle, Last, Suffix), Email (Primary, Verify Primary, Secondary), Birth Date (Month, Day, Year), Organization Type (dropdown menu with a link to descriptions), Job Title, Phone Number (standard and cell), and Address (Street, City, Country, State, Zip/Postal Code). At the bottom, there are "Submit" and "Cancel" buttons.

2. After creating your account, click on **View My Educator Certification Account** link on the self-service menu.

Educator Certification Online System for Educators

Educator Certification Online System for external educator users

★ Please click the blue link below to access your Educator account.

[View My Educator Certification Account](#)

TEA ID:



3. Once in ECOS, you will now complete the **Educator Profile Setup** page. Verify your information and make any necessary changes. Click Continue at the bottom to save the

changes.

TEA
Texas Education Agency

Educator Certification Online System (ECOS)

Welcome, [redacted] | TEA ID Number: [redacted] Exit ECOS

Educator Profile Setup

TEA ID: [redacted]
*First Name: [redacted]
Middle Name: [redacted]
*Last Name: [redacted]
Maiden Name: [redacted]
Suffix: [redacted]

*Date of Birth: Month: [redacted] Day: [redacted] Year: [redacted]
*Gender: [Male] [v]
*Phone Number: (512) [redacted]
*Ethnicity/Race: [redacted] [Select/Update Ethnicity](#)
*Driver License #: [redacted]
*DL State: [Texas] [v]

Your name must appear exactly as it appears on your valid state ID. The way your name appears in your profile is how your certificate will read.
For a change or correction of name, gender, or date of birth, please follow the name change instructions on the [TEA website](#).

Mailing:

United States and other US Territories Foreign Address

*Address: [redacted]
*City: [redacted]
*State: [Texas] [v]
*Zip Code: [redacted] - [redacted] (12345-1234)
Country: UNITED STATES

*Address: [redacted]
*City or Locality: [redacted]
Province Abbreviation: [redacted] (if applicable)
*Postal Code: [redacted]
*Country: [redacted] [v]

Billing: Check here if same as mailing

United States and other US Territories Foreign Address

*Address: [redacted]
*City: [redacted]
*State: [Texas] [v]
*Zip Code: [redacted] - [redacted] (12345-1234)
Country: UNITED STATES

*Address: [redacted]
*City or Locality: [redacted]
Province Abbreviation: [redacted] (if applicable)
*Postal Code: [redacted]
*Country: [redacted] [v]

Email and contact information is required. We use email as the primary method to communicate with you. Status changes, reminders and other actions pertaining to your credentials will be communicated to you with this email address.
You can update your email address in TEAL by selecting the "Exit ECOS" option at the top of this page, then selecting "Edit My User Information" on the left side of the TEAL page.

*Email: [redacted]

Required Fields **Continue**

4. Click on **Applications**, then **Educational Aide Certificate**.

TEA
Texas Education Agency

Educator Certification Online System (ECOS)

Welcome, Ed Aide | TEA ID Number: [redacted] Exit ECOS

Educator Main Menu

What's Available in the Educator Certification Online System (ECOS)?

Click on **Application/Fee Status** to pay for previously submitted applications. You can also view the status of applications that may be pending.

From the menu on the left, click on **Applications** to:

- Apply for an Intern Certificate Texas Program
- Apply for a Probationary Certificate Texas Program
- Apply for a Standard Certificate Texas Program
- Apply to renew a Standard Certificate
- Apply for Additional Certification by Examination in classroom areas only
- Apply for an Educational Aide Certificate
- Apply for a review of out-of-state credentials, a One-Year certificate or a Standard certificate
- Apply for a review of out-of-country credentials, a One-Year certificate, or a Standard certificate

You can also:

- View your Texas educator certificates

5. The first page provides the fees and requirements to issue the Educational Aide certificate. The applicant clicks **Apply for Certification**.

Educator Apply for Educational Aide Certification

Effective 09/01/2017, Educational Aide certificates are issued for a two year validity period. After the certificate expires, individuals must reapply for a new Educational Aide certificate. The school district must recommend for an Educational Aide certificate that has expired or to obtain a higher level.

To receive an Educational Aide Certification you must:

- Apply for certification
- Pay a \$17 certification fee (Your application will be deleted if the required fee is not paid within 48 hours.)
- Pass a criminal background check
- Be recommended by your employing school district

Apply for Certification

6. The following page provides an affidavit and a series of questions that must be answered by the applicant. The School District must also be selected from the drop-down list.

Districts do not need to hire a student for the student to earn the Educational Aide certificate. While the current Educational Aide application was not designed to meet the needs of the Educational Aide I certificate for high school students, school districts may utilize the application for such purpose. Students will select the appropriate district in the drop-down list for the employing school district when completing the application. While the district may not actually be employing the students, they must still make the selection for the application to process. TEA understands the dual use of the educational aide application.

Educator Application for Certification

Ed Aide,

"I do hereby agree, consent and direct that any person or entity maintaining information in any form relating to my criminal history shall release all such information upon the request of the Texas Education Agency."

"I do further hereby agree and permit the Texas Education Agency to obtain from any person or entity information relating to my personal background, my moral character and my worthiness to instruct the youth of this state, and do hereby expressly direct that any such person or entity release such information upon the request of the Texas Education Agency."

"I do hereby release, discharge, and exonerate the Texas Education Agency, its agents or representatives, and any person or entity so furnishing information from any kind and all liability of every kind arising therefrom."

"The foregoing consent and release is valid and binding so long as I hold or seek my certification, license, permit, or other credential issued under the authority of the Texas Education Code."

"I understand that any credential issued to me by the Texas Education Agency is the property of the State of Texas. I agree that I will tender my credential to the Texas Education Agency if I am ordered to do so by the Texas Education Agency."

"I understand that a copy of this affidavit shall have the same force as the original."

"I have reviewed this application and I affirm that all of the information which I have provided on the application is true."

I have read, understand and agree to adhere to the [educator's Code of Ethics](#).

Yes

Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction?

Yes No

Have you ever been investigated by a licensing authority or had a license, certificate, or permit revoked, denied, suspended, or subject to any other sanction in Texas or any other state?

Yes No

You **MUST** be currently employed by the school district selected below to apply and be recommended.



Employing School District

TEA no longer mails paper certificates. The representation of a person's certificate status as maintained on the agency's website is considered to be the official record of educator certification. This electronic representation of the certificate satisfies Section 21.053(a) of the Texas Education Code, which requires individuals to present their certificate prior to employment by a school district. To print a copy, select the "View Certificates" link (menu left-hand side).

Email and mailing addresses have been verified – (to update addresses, click on the link 'Change Address,' menu left-hand side)

Continue

7. The next page will ask for confirmation of the district that was selected. If correct, click **Continue**.

Educator Application for Certification

Important!

It is critical to the application and recommendation process that you select your correct recommending entity. Selection of the incorrect entity will delay/prevent the processing of your application and the issuance of your certificate.

You have selected as the entity that will recommend you to SBEC for certification.

If this is the correct entity, press "CONTINUE". If you selected the wrong entity, press "RE-SELECT" to select the correct recommending entity.

CONTINUE

RE-SELECT

8. The page after summarizes additional steps.

Educator Educational Aide

You are applying for: ALLEN ISD (043901)

A \$17 fee is required to process this application. Your application will NOT be considered until payment is received. Your application will be deleted if the required fee is not paid within 48 hours. You will receive an email from the TEA when your certificate has been processed.

Our records indicate that you are required to be fingerprinted.

For the TEA to begin processing your fingerprint, we need to receive the following:

- Application Certification - Online Application for Certification
- \$40.25 Fingerprinting Fee

Apply for Certification

Back

A fee of \$17 will be required, and completion of fingerprints (\$40.25 fee).

Click **Apply for Certification**.

9. A system-generated email is sent after you apply that verifies the district selected and indicates that an online recommendation from that district will be needed for issuance of the certification.

An Educational Aide Applied



TEA No Reply <no-reply@tea.texas.gov>
To [redacted]

Reply Reply All Forward

Tue 4/28/2020 5:26 PM

We removed extra line breaks from this message.

Your application for an Educational Aide Certification has been submitted to ALLEN ISD. An online recommendation by your employing school is needed for issuance of this certification.

You will receive an email when recommended online by your employing school, and when the certification has issued and viewable online.

*This is a system generated information email - please do not respond.

10. Select the "Pay Online Now" link to pay the required fees. If you have been advised that your fees will be paid by school district personnel, please contact your district. If you are a school district representative, please view the [Paying for Educational Aides Online](#) document.

Educator Application Status

You may pay for any pending applications on this page. They are listed below. TEA may notify you by email about these applications.

No longer see your application? Have questions? Please check our [frequently asked questions](#) about an application you have submitted.

Request Type	Application Date	Update Date	Entity	Fee	Status
Educational Aide	4/28/2020	4/28/2020	ALLEN ISD	** PAY ONLINE NOW.	Applied
Fingerprint Request (Non-Refundable)	4/28/2020	4/28/2020	SBEC	***PAY ONLINE NOW	View Fingerprint Status

[View all my Ecommerce transactions/Print a receipt.](#)

11. You will be emailed instructions to complete fingerprinting.

12. Your school district must recommend you for the Educational Aide certificate. **For any questions regarding your recommendation for certification please contact your school district.** Questions such as “when will I be recommended” and “what level will be I recommended for” should be discussed with your school district.

Request Type	Application Date	Update Date	Entity	Fee	Status
Educational Aide	9/14/2022	9/14/2022	ALLEN ISD	Paid Online	Recommended
Fingerprint Request (Non-Refundable)	9/14/2022	8/9/2016	SBEC	Paid	View Fingerprint Status

13. Once your certificate has been issued, it will be available online.

Main Menu	The virtual certificate is the official record of educator certification in Texas that satisfies the Texas Education Code, §21.053(a). All current, expired and inactive certificates are displayed.
Application/Fee Status	Click Official Certificate on the left to view and print your current certificates or certificate history. Current certificates, and any certificate history if applicable, is available by clicking the link at the top of the certificate.
Fingerprint Status	
Applications -	To verify that you are seeing the most up-to-date certificate information, review the date at the bottom of the certificate page. It should be today's date. If the date is older, you are not seeing the updated version of your certificate. This is a browser issue. You may need to refresh the page, or in some cases, clear your cache.
View Certificates -	
Official Certificate	

Texas Educator Certificate

This certifies that

has fulfilled requirements of state law and regulations of the State Board for Educator Certification and is hereby authorized to perform duties as designated below:

EDUCATIONAL AIDE			
Description	Effective Date	Expiration Date	Status
Educational Aide I	08/05/2022	08/05/2024	Valid

Official Record of Certification
Friday, December 29, 2023