University of Dallas
Educator Preparation Program

õA teacher who holds a valid Texas classroom teaching certificate and a bachelorøs degree may add classroom certification areas by successfully completing the appropriate certification examination(s) for the area(s) sought. More than one area can be added at a time for one fee. This is called Additional Certification by Examination.ö

The educator must register for the test through the Educational Testing Service. After the educator has taken and passed the test and the scores appear in the educatorøs account, the educator must login to their account and apply to add the area to the existing certificate.

Additional Certification by Examination Steps:

1. Be sure the name on your certificate matches the photo I.D. you will show at the testing site. Email TEA to complete a name change if needed.

2. Register for the classroom certificate area test that you want to add to your certificate. You can register online or over the phone with the Educational Testing Service at www.texes.ets.org or 800-205-2626. TEA is not the testing company.

3. Take and pass the test. When your scores appear in your TEA online account and show that you have passed, login to your TEA account and select Applications.

4. After