University of Dallas
Educator Preparation Program

Requesting Your Certificate

"Passing a certification examination does not automatically result in an educator certificate. You must apply for the certificate through your TEA account. Participants in an educator preparation program (EPP) should no apply until all of the requirements of the EPP have been fulfilled."

1) From the TEA homepage at www.tea.state.tx.us choose the TEAL Login link at the top of the page in the blue title bar.
    a. Click on the Educator link
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    c. Click Continue and follow the prompted directions

Do not choose Master teacher if you have a Master's degree. The Master Teacher Certificate cannot be issued as an initial certificate. Eligibility is based on successful completion of a TEA approved Master Teacher program. A post-graduate degree alone does not qualify you for a Master Teacher Certificate.

2) Apply – to apply you must:
    a. Complete the EPP Candidate Exit Survey
    b. Arrange to have the certification fee paid through the Certification Officer
    c. Pass the criminal background check
    d. Pass the appropriate examinations for the certification desired.

3) Complete the affidavit, choosing the entity University of Dallas – (appropriate program path) and typing

At this point, the educator may view their virtual certificate online at the Texas Education Agency website. All Texas certificates are virtual and can be printed by the educator from the TEA/SBEC website. No physical certificate will be mailed.

Fingerprinting

All applicants for educator credentials are required by state law to submit fingerprints to the State Board of Educator Certification (SBEC) for a criminal background check that is conducted by the Federal Bureau of Investigation (FBI).

The Texas Department of Public Safety (DPS) through a private vendor provides digital fingerprinting service to those individuals that require fingerprinting for state licensing purposes in Texas.

A few facts about the digital Fingerprint process:

> All applicants who use the digital fingerprinting vendor must arrange with the University of Dallas Certification Officer to