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1. Log into your TEAL account, click on Applications and select Educational Aide Certificate.

2. Click to 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

3. Answer the required questions and select the Employing School District: CONROE ISD (170902). Click to Continue.

"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

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

Employing School District: CONROE ISD (170902)

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

4. Confirm you have selected the correct Employing School District: CONROE ISD (170902) and click to 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 **CONROE ISD (170902)** 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.

5. Click to Apply for Certification

Educator Educational Aide

You are applying for: CONROE ISD (170902)

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.

6. Click to PAY ONLINE NOW.

Educator Application Status

PAY YOUR FEES ONLINE!
TEA only accepts Electronic Checks and Credit Cards for online payment(s)!

***Please Note: Your application will be deleted if the required fee is not paid within 48 hours.

Listed below are your pending requests. You may receive written or email correspondence from the TEA regarding these requests.

To view your request status details, click on the status link.

Current Requests for Claire Amos

Request Type	Application Date	Update Date	Entity	Fee	Status
Educational Aide	2/13/2018	2/13/2018	CONROE ISD	** PAY ONLINE NOW.	Applied
Fingerprint Request (Non-Refundable)	10/15/2009	10/23/2009	SBEC	Fingerprint Complete	View Fingerprint Status

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

7. Check Pay For Now and click to Continue.

Educator - Pay Online

Here you can pay online with a credit card or checking account withdrawal securely over the Internet. Select the requests you would like to pay for now online.

EPP Type	Date	Amount	Pay For Now
CONROE ISD - Educational Aide	2/13/2018	\$17.00	<input checked="" type="checkbox"/>

The next screen you go to will require you to enter your credit card or checking account information. Please have that information available before you continue as you may have a limited time to complete the information before you are timed out.

- 8. The next screens will require you to enter the payment information. TEA will delete your application if the fee is not paid within 48 hours.**
- 9. Conroe ISD will submit the recommendation for the Educational Aide certificate and add the certification to your records.**
- 10. You may view your certifications within The Employee Access Center.**