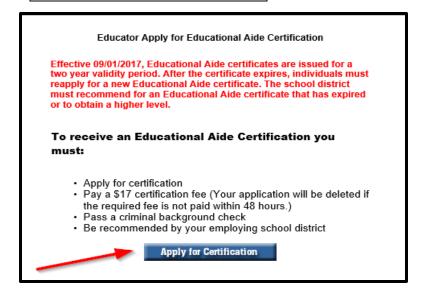
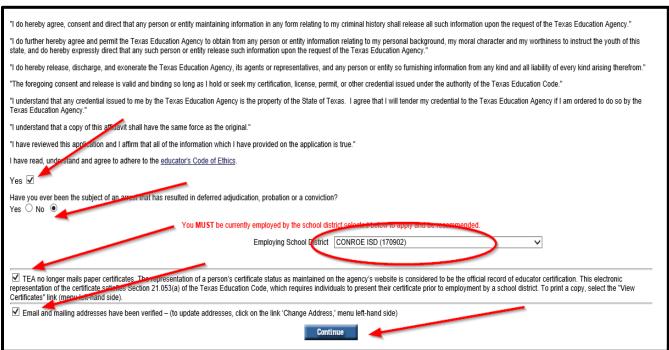


1. Log into your TEAL account, click on Applications and select Educational Aide Certificate.

2. Click to Apply for Certification.



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



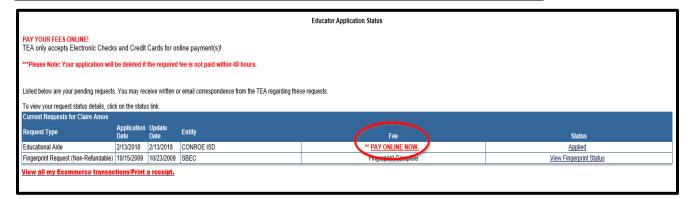
4. Confirm you have selected the correct Employing School District: CONROE ISD (170902) and click to Continue



5. Click to Apply for Certification



6. Click to PAY ONLINE NOW.



7. Check Pay For Now and click to Continue.



- 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.