

# How to Get Reimbursed for the ESL TExES Exam

**Please read the following before beginning the reimbursement process:**

- ❖ The Department of Bilingual/ESL Programs will only reimburse the test taker up to \$100.00 of the testing fee.
- ❖ The Department of Bilingual/ESL Programs does not pay for the addition of ESL endorsement onto a teaching certificate.

**The following steps MUST be followed for reimbursement of registration fees:**

→ **Step 1:** Once the candidate registers online, he/she will need to send the Bilingual/ESL Office a **copy of the testing history with the English as a Second Language test highlighted (make sure it includes your name, total paid and date of the test)**. **DO NOT** send a picture of your test taking history, as the printer does not print pictures where they are readable.

→ **Step 2:** As soon as you get your test scores, you need to submit a copy of the score report to the Department of Bilingual/ESL Programs ATTN: Patty Parrish (Do NOT send to Finance department.) [pparrish@conroeisd.net](mailto:pparrish@conroeisd.net)

→ **Step 3:** The Finance department who, in turn, will direct deposit the reimbursement into the candidate's account on file. This will take approximately 2 to 3 weeks once all procedures have been followed.

***If the above procedure is not followed, CISD cannot reimburse. The process for reimbursement takes time. Please be patient.***

## How to Register:

Certified Teachers who pursue an ESL endorsement need to create an account with TEA if they do not have one at <https://tealprod.tea.state.tx.us>; with a user name and password (8 characters or more), then a TEA ID will be generated for them. This is the ID # they will need to register for the test.

## Registering for the Right Test:

Make sure you register to take the English as a Second Language **ESL Supplemental (154)**. This test is an endorsement to your certification.

*CISD will not reimburse fees for changing tests if teachers register for the wrong test.*

## Frequently Asked Questions

### Question 1:

One of the staff members that attended the ESL training told me that when you get an ESL certification, you lose your lifetime teaching certificate and start over with a new certificate that puts you in the category of requiring 150 clock hours of professional development every so many years. Is this true?

#### **Answer:**

*The supplemental certificate just adds to your current certification. The clock hours (150 CPE in anything, in a 5 year period) apply to the new endorsement only. In no way affects the teacher's original certificate.*

### Question 2:

When do I apply for my endorsement to the teaching certificate?

#### **Answer:**

*Applications for certificates must be made after passing the test. Please make sure all teachers that have passed the ESL 154 TExES apply for their endorsement ASAP. They will be fully ESL certified only upon completion of entire process.*

*Thank you,*

*Bilingual/ESL Department*