

# OUT-OF-COUNTRY APPLICATION CHECK LIST

## STEP 1: APPLY FOR A REVIEW OF CREDENTIALS

### • CREATE TEA LOGIN ACCOUNT

Your TEA Login (TEAL) account is used to access the Educator Certification Online System (ECOS). Here you can update contact information, submit applications and fees, check the status of received documents and processed applications online.

If you do not have a social security number, please submit a TEA [help desk ticket](#) to Educator Certification with a copy of your current passport. You will be assigned a temporary P number to create your TEAL account. After you are assigned a P number you will follow the steps to create your TEAL account.

1. Go to <https://tealprod.tea.state.tx.us/>
2. Click "Request New User Account".
3. Complete the online form. Be sure to input your name exactly as it appears on your passport or state issued ID and select "Educator" as the Organization Type.
4. After you complete the form, click "Submit".
5. The system prompts you to create your password.

IMPORTANT NOTE: While a P number can be assigned to create a TEAL account and apply to ECOS Educator to initiate the out-of-country credentials review process, a social security number will be required to complete the fingerprinting process to qualify for issuance of a certificate.

### • COMPLETE EDUCATOR PROFILE

1. After your account is set up and you are logged in, click the "View My Educator Certification

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- The TOEFL Essentials Test is not an acceptable exam to meet English language proficiency requirements.

English language proficiency is not required at the time of review but is required to be eligible for issuance of a Texas Educator Certificate.

Supplemental documentation cannot be used in lieu of this requirement. Please do not send any documents not listed above as this may delay processing. Letters, resumes, diplomas, or other unrequired documents are not accepted as proof of English language proficiency.

APPLICATION IN LINE FOR REVIEW

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## STEP 4: REVIEW RESULTS

### TEA RESULTS OF REVIEW OF CREDENTIALS

- When your documents have been reviewed by our app 4-3t h h h hE9Tc -0.003 TEMC /H6ill ( h)5.1 (3 ( R

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## STEP 8: TESTING

### REGISTER FOR EXAM(S)

If you are required to register for an exam, you must register for the exam through the Pearson VUE website. For more information, visit [www.pearsonvue.com](http://www.pearsonvue.com).

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A social security number is required to begin the fingerprinting process.

Once the fingerprinting payment is paid online you will receive a pre-enrollment email from Identigo (nobody@identigo). The email will provide unique codes and instructions on how to schedule a fingerprinting appointment specifically for TEA through Identigo's website.

After your scheduled appointment, the fingerprinting results will transfer directly to TEA within 3-7 business days. \*\*Check your spam/junk folder in case the email was filtered there\*\*

Additional questions specific to completion of the fingerprinting process should be submitted via TEA Help Desk ticket, or by calling 512-36-8400, option 3.

