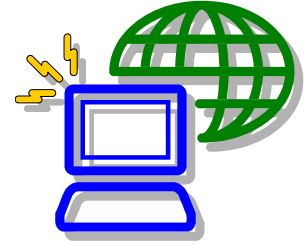


Certification Online Application Process

for Teacher, Master Teacher, School Librarian, School Counselor, Principal, etc.

Every certification candidate must complete all requirements of a certificate program BEFORE applying for the certificate online. Requirements may include:



- All State Assessments passed
- Grades posted on UHCL's computer system
- Degree conferred (if certificate requires a certain degree)
- All necessary off-campus transcripts submitted to the UHCL Certification Office
- "Verification of Educator Experience" form submitted by the candidate to the UHCL Certification Office (required of those following a deficiency plan)
- "Teacher Service Record" copy (candidate may request a copy from their district's HR department) turned in to UHCL's Certification Office (those seeking a certificate requiring a master's degree). Fax it to: SOE Certification, 281-226-7544

Apply when you are within about two weeks of completing ALL requirements!!! If you apply too early for your certificate, your application will be rejected online and an e-mail will be sent to you explaining why it is being deleted. Then you will have to reapply later after all requirements have been met.

- Go to <http://www.sbec.state.tx.us> and click "SBEC Online for Educators".
- After logging in, update your personal information. *Please carefully double-check your e-mail address*, as this is how UHCL and SBEC will communicate with you! Click on "Continue".
- You will see several blue bars on the left side of the screen. Click on:
 - (1) "Applications" then, from the drop-down menu, click on:
 - (2) "Standard Certificate Texas Program" on the drop-down menu. Read through the white screen, and click on the blue bar at the bottom:
 - (3) "Apply for Certification", and complete the application following the prompts on screen. Please ensure that for "ENTITY" you select "University of Houston-Clear Lake-University Based" (NOT "Alternative Certification"). "Master Teacher" is for the MRT, MMT and MTT certificates only. Note: "Subject Applying For" will be the subject area in which you are applying for certification, i.e., "8-12 Social Studies", or "EC-4 Generalist", or "Counselor", "Principal", etc. Please be specific; do not enter "teacher certification".
- **FEES** - In addition to applying online, a \$77 fee must be paid online to SBEC (see options online). If you have never before held an SBEC certificate, an additional \$47 fee must be paid online to SBEC for conducting a federal background check using your fingerprints. To be fingerprinted by "IBT" (\$9.95), call IBT toll-free, at 1-888-467-2080; or sign up for fingerprinting online at their website: <http://www.iisfingerprint.com/>. To have IBT submit your digital fingerprints (not cards) to SBEC/TEA, you MUST print out a FastPass online at the SBEC Online/TEA certification application website before your appointment. Or you may ask SBEC/TEA to mail fingerprint cards to you, have your fingerprints taken by a professional (contact your local police department) and submit the cards to SBEC/TEA.

Within a few days of seeing that you have applied online, UHCL's Certification Officer audits your records, determines your certificate eligibility and then recommends you for the certificate online directly with SBEC/TEA, if eligible. If any documentation at UHCL is missing, the UHCL Certification Office will contact you via email. If you receive an email stating that your UHCL file is missing certain documentation, (i.e., a passing TExES score), your file cannot be processed. If you have any questions, please call the UHCL Certification Office, at **281-283-3618**.

If your UHCL file is complete and all criteria have been met for UHCL, you immediately receive an email confirmation upon recommendation. However, the certificate is not fully processed by SBEC until SBEC has received and processed your payment(s) and fingerprint card and successfully completes a criminal background check. This may take SBEC several weeks. Keep checking the status of your application at their website.

Once your payment has been processed, the university has recommended you for the certificate, the criminal background check has been successfully completed, and SBEC certifies you, SBEC will email you and display your certificate at the following website: <https://secure.sbec.state.tx.us/SBECONLINE/virtcert.asp>. This is a public access website where school district personnel may view proof of Texas educator certificates online. Mailing out letters of certification is no longer necessary now that verification is all online. SBEC will also mail you a paper certificate to the address you input during the registration process.

If you have problems: Call **TEA/SBEC's toll-free phone number, 1-888-863-5880**, or click on "Contact Us" on the main TEA/SBEC website, after logging in with your user name and password.