**Certification Checklist**

**Have you completed all the certification requirements?**

Please go through the checklist to make sure you have completed all the steps to Initial Certification. Any missing items may delay your certification recommendation from The University of Texas at Austin to the Texas Education Agency.

The University of Texas at Austin College of Education recommends teacher certifications to the Texas Education Agency (TEA) after all of the following occur:

1. You pass all of the required Certification Exams.
2. Your final degree or grades (depending on program type) are successfully posted to The University of Texas at Austin transcripts.
3. You complete the Certification Application on the TEA Website. This step should only be completed after students have completed all program requirements and coursework.
4. You complete the TEA required Fingerprinting process. If you completed Substitute Teacher Fingerprinting with your school district during student teaching, then you will not need to repeat this step. Please note that you will need a valid SSN to complete the fingerprinting AND certification processes.

**Undergraduate certification requirement:** the successful posting of your bachelor degree.

**Certification Timeline:** All students who have graduated and completed the certification checklist will be recommended on the degree posting date. Students who have not completed all checklist items will be recommended at a later date. Students are certified by TEA within 3-5 business days of receiving the University Recommendation. Online Access to certification statuses is available through the Official Record of Educator Certificates.

**Important**

Students who graduated more than three years ago without certifying are required to submit an appeal to the Former Student Appeals Committee before recommendations for taking exams and/or getting certified can be granted. Due to policy and state law changes, former students may be required to complete additional coursework and/or testing. All decisions are made on a case-by-case basis. For more information regarding the Appeal Process, please contact the COE Certification Officer.

Students who are graduating in the current semester and have completed all requirements and need an Anticipation Letter for a job offer, please contact the COE Certification Officer.

Certification lasts for five years. Students will need to renew their certificate through TEA after five years. You can find more information on the renewal process on the TEA website.

Students who plan to teach outside of Texas are strongly encouraged to take the appropriate TExES exams and complete the certification process. Students who complete an educator preparation program in Texas will not be granted certification in other states unless they have first certified in Texas.

**Questions?**

Please contact the COE Certification Officer. If you need help with your resume or interview tips, please visit the Career Services Website.