



# PRAIRIE VIEW A&M UNIVERSITY

A Member of The Texas A&M University System

## APPLICATION FOR TEACHER CERTIFICATION

### **FOR A STANDARD/INITIAL CERTIFICATE THE FOLLOWING IS REQUIRED:**

1. Submit state application fee to State Board of Educator Certification (SBEC). The web address is <http://www.sbec.state.tx.us> (see attached online procedures).
2. An official transcript(s) showing the highest degree earned and the courses that meet the certificate requirements.
3. Submit state application to Prairie View A&M University, Office of Teacher Certification, Delco Bldg, Room 302 or mail to the address below (see attached application).
4. A copy of your Texas Teacher Service Record signed by authorized personnel showing content area taught with one year teaching experience if student teaching was not completed.
5. Vocational Trades and Industrial Education applicants must complete two years teaching experience on an Emergency Permit in the content area cited on the Deficiency Plan issued.
6. A copy of your TASP/THEA/ExCET/TEExES scores(s).

### **FOR A PROFESSIONAL/ADDITIONAL CERTIFICATE TO AN EXISTING CERTIFICATE THE FOLLOWING IS REQUIRED:**

1. Submit state application fee to State Board of Educator Certification (SBEC). The web address is <http://www.sbec.state.tx.us> (see attached online procedures).
2. An official transcript(s) showing the highest degree earned and the courses that meet the certificate requirements.
3. Submit state application to Prairie View A&M University, Office of Teacher Certification, Delco Bldg, Room 302 or mail to the address below (see attached application).
4. A copy of your Texas Teacher Service Record signed by authorized personnel showing two years classroom teaching experience.
5. For Superintendent Certification an application with a copy of Texas teacher service record (principal experience) signed by school administrator.
6. A copy of your ExCET/TEExES scores(s).

**PLEASE COMPLETE THE REVERSE SIDE OF THIS DOCUMENT AND RETURN IT WITH YOUR APPLICATION TO THE CERTIFICATION OFFICE.**

**PLEASE CHECK THE DESIRED CERTIFICATE**

**ELEMENTARY GRADES (EC-6)**

- GENERALIST
- BILINGUAL GENERALIST-SPANISH

**SECONDARY GRADES (8-12)**

- SPANISH
- TECHNOLOGY EDUCATION
- VOCATIONAL AGRICULTURE PRODUCTION (6-12)
- FAMILY AND CONSUMER SCIENCES  
(FORMERLY VOCATIONAL HOME ECONOMICS)

**MIDDLE SCHOOL GRADES (4-8)**

- ENGLISH LANGUAGE ARTS AND READING
- GENERALIST
- MATHEMATICS
- SCIENCE
- SOCIAL STUDIES

**ALL LEVEL GRADES (EC-12)**

- SPECIAL EDUCATION
- MUSIC
- PHYSICAL EDUCATION

**PROFESSIONAL (EC-12)**

- EDUCATIONAL DIAGNOSTICIAN
- PRINCIPAL
- PROBATIONARY PRINCIPAL
- SUPERINTENDENT
- PROBATIONARY SUPERINTENDENT
- SCHOOL COUNSELOR
- READING SPECIALIST

**VOCATIONAL GRADES (8-12)**

- TRADES AND INDUSTRIAL EDUCATION
- HEALTH SCIENCE TECHNOLOGY EDUCATION

**STATE BOARD FOR EDUCATOR CERTIFICATION**

Application and College/University Recommendation for Certification

APPLICANT: See instructions on back of application form for items 1-16, 31-34

1. Social Security Number

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2. Date of Birth

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3. Gender

- 
- Male
- 
- 
- Female

4. Ethnic Group

- 
- Native American
- 
- 
- Asian
- 
- 
- African American
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- 
- Hispanic
- 
- 
- White

**CRT**

5. First Name

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6. Middle Name

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7. Last Name

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8. Generation

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9. Permanent Address

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10. City

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11. State

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

12. Zip Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

13. Area Code and Telephone Number

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14. E-mail Address (

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15. Have you ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction?  Yes  No  
 If YES, attach a statement with the date and place of arrest, nature of charge, date and court of trial, and subsequent disposition.

16. Have you ever had a teaching certificate revoked, denied, suspended or subject to any sanctions in Texas or any other state?  
 Yes  No If YES, attach a statement providing the school district, the state, and detailed information.

**APPLICANT: Continue at Item 31 on the back of this application form.****INFORMATION BELOW TO BE COMPLETED BY Recommending Teacher Education Program Administrator**

17. HIGHEST DEGREE EARNED

- 
- Bachelor's
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- 
- Master's
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- 
- Doctorate

18. Date Degree was Conferred

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19. State Abbrev.

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20. Org. ID for College/University where Degree was Conferred (if in Texas)

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22. CERTIFICATE

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- Standard

21. Name of College/University where Degree was Conferred

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23. PROGRAM COMPLETED

- 
- Standard Program
- 
- 
- Vocational (based on Skill and Experience)
- 
- 
- Post-Baccalaureate
- 
- 
- Center for Professional Development & Technology

24. STANDARDS GOVERNING APPROVED PROGRAM

- 
- 1955
- 
- 
- 1972
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- 
- 1984
- 
- 
- 1987
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- 
- Center for Professional Development & Technology

25. RECOMMENDED CERTIFICATIONS

Type I Area I Subject

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Type I Area I Subject

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Type I Area I Subject

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Type I Area I Subject

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26. EXAMINATION EXCEPTIONS

1.  Applicant completed requirements for teacher preparation program under **Secondary Option II**, but passed only professional development ExCET and content specialization exam(s) for the secondary certificate recommended.
2.  Applicant completed requirements for teacher preparation program under **Elementary Option II, III, or IV**, but passed professional development and elementary comprehensive exams only. Recommended Certification is Elementary General Option I.
3.  Applicant completed all academic, degree and experience requirements under 1955, 1972 or 1984 Standards prior to **September 1, 1991**, but did not pass all appropriate examinations until **after September 1, 1991**.

27. DATE CERTIFICATION REQUIREMENTS COMPLETED

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28. RECOMMENDING INSTITUTION Organization ID for College/University

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29. Print Certification Officer's Name &amp; Phone

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30. ▼ CERTIFICATION OFFICER SIGNATURE HERE

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Date

The applicant has fulfilled all requirements for certificate(s) described herein and is judged to have the competencies for service in the area(s) for which certification is recommended. This institution recommends that the applicant be certified as described herein.



STATE BOARD FOR EDUCATOR CERTIFICATION  
College/University Recommendation and Application for Certification

31. Have you ever held a Texas teacher certificate?  Yes  No If YES, when was it issued? \_\_\_\_\_ Certificate # \_\_\_\_\_

32. As far as you know, do you have any records in our office under a different name than your current name?  Yes  No  
If YES, please provide information which may help us locate all your previous records. \_\_\_\_\_

33. For Vocational Certification based on skill and experience, provide a service record, certified by Superintendent of employing district(s)

School Year	School District	Assignment	Grades Taught	No. Days Employed	Full Time Part Time	Authorized Signature of Superintendent or Representative

**34. Applicant's Affidavit: (All applicants must execute this affidavit)**

"I do hereby agree, consent and direct that any person or entity maintaining information in any form relating to my criminal history shall release all such information upon the request of the State Board for Educator Certification.

"I do further hereby agree and permit the State Board for Educator Certification to obtain from any person or entity information relating to my personal background, my moral character and my worthiness to instruct the youth of this state, and do hereby expressly direct that any such person or entity release such information upon the request of the State Board for Educator Certification.

"I do hereby release, discharge, and exonerate the State Board for Educator Certification, its agents or representatives, and any person or entity so furnishing information from any and all liability of every kind arising therefrom.

"The foregoing consent and release is valid and binding so long as I hold or seek any certificate, license, permit, or other credential issued under the authority of the Texas Education Code.

"I understand that any credential issued to me by the State Board for Educator Certification is the property of the State of Texas. I agree that I will tender my credential to the State Board for Educator Certification if I am ordered to do so by the State Board for Educator Certification.

"I understand that a copy of this affidavit shall have the same force as the original.

"I have reviewed this application and I affirm that all of the information which I have provided on the application and attached documents is true."

▼ DRIVER'S LICENSE/STATE ID NUMBER HERE  Issuing State: _____	APPLICANT'S SIGNATURE HERE ▼  Date: _____
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**This application must be submitted directly by certification officer at recommending preparation program.**  
This form will be scanned using automatic character recognition. **HANDWRITTEN:** Write with a black pen. Print each letter or number neatly within a blue box. Use a blue box for each space or punctuation mark. Answer multiple choice questions by filling box completely. Print letters and numbers as shown below. **TYPEWRITTEN:** Type normally in area provided. Do not space letters to fit in blue boxes.

Write Alphabetic Characters Like This      Write Numbers Like This

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	1	2	3	4	5	6	7	8	9	0
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- Detailed Instructions for Applicant Items:**
- Social Security Number** - Unique number assigned by Social Security Administration. Certification files are kept by Social Security Number.
  - Date of Birth** - ( m m d d y y )
  - Gender** - Fill in box beside the appropriate gender choice.
  - Ethnic Group** - Fill in box to select ethnic background.
  - First Name** - First word of your full legal name. This name is the first name that will print on your certificate.
  - Middle Name** - Second word of your full legal name. This name is the second name that will print on your certificate. You may substitute a maiden name or previous married name for the middle name, if you prefer.
  - Last Name** - Final word of your full legal name. This name is the last name that will print on your certificate. See item 8 for suffix, such as Jr. or Sr. or III.
  - Generation** - Optional suffix to name (Jr., Sr., III, IV, etc.)
  - Permanent Address** - Street address or post office box for mailing.
  - City** - City portion of permanent mailing address.
  - State** - Abbreviation for state portion of mailing address.
  - Zip Code** - U.S. Postal Service zip code for mailing address.
  - Telephone Number** - Optional area code and phone number we could call.
  - E-mail Address** - Optional address for internet mail if we have a question.
  - Arrest Information** - Provide details if your answer is YES.
  - Certificate Sanction Information** - Provide details if answer is YES.
  - Previous Certificate** - This information will help us locate your files.
  - Previous Names** - This information will also help us to locate your files.
  - Service Record** - Required for vocational certification based on experience.
  - Applicant's Affidavit** - Affidavit must be affirmed and signed by applicant.

- State Abbrev.** - Abbreviation of state where college/university is located.
- Org. ID for College/University** - If college / university that conferred highest degree is in Texas, provide the organization ID number of the institution.
- Name of College/University** - If the college / university that conferred highest degree is not in Texas, provide name of the institution. (may be abbreviated)
- Certificate** - Fill in box. Remit appropriate fee to SBEC-CRT so recommended certificate can be issued:  
**\$75 Standard Certificate**
- Program Completed** - Fill in the box beside the correct educator preparation program which was completed by the applicant.
- Standards Governing Approved Program** - Fill in correct box.
- Recommended Certifications** - Enter the appropriate codes for each certification for which the applicant completed requirements and is being recommended. The Teacher Certification Handbook, Section XX Appendix C has details about these codes.
- Examination Exceptions** - Teacher Certification Handbook Section VI provides additional information about examination requirements and exceptions.
- Date Certification Requirements Completed** - ( m m d d y y ) When did applicant complete preparation program and pass all required tests?
- Recommending Institution** - Certification Officer MUST fill in the correct organization ID number for your institution.
- Certification Officer Name & Phone Number** - Name and phone number of person at recommending institution responsible for validity of the information provided in this application.
- Signature of Certification Officer** - Signature of Certification Officer affirms statement about moral character and qualifications of applicant.

- Detailed Instructions for Recommending Entity Items:**
- Highest Degree Earned** - Indicate degree by filling in the box.
  - Date Degree Was Conferred** - ( m m d d y y ) If day is unknown, enter 01 for day. For example, graduation in May 1992, enter 050192.

If you have questions about this form, contact the Certification Officer at your preparation program.

## INSTRUCTIONS FOR ON-LINE APPLICATION FOR EDUCATOR CERTIFICATION

1. Go to <http://www.sbec.state.tx.us>
2. Select On-line Services for Educators (top portion of SBEC screen)
3. Select "New User? Create New Account" (or "Login" if you already set up account).
4. Complete Educator new account set-up by entering information in fields.
  - (If you are already certified in another content area, this information will appear on the screen; read through it carefully and update the information as needed. Please include your e-mail address at the bottom of the screen.)
5. Select Applications menu in left margin.
6. Select Standard Certificate Texas Program.
7. Select Apply for Certification.
8. Read affidavit and answer questions that follow.
9. Select appropriate entity based on your academic preparation. (The options are University-Based
10. Select subject applying for.
11. Select Apply.
12. Print your remittance form. If you do not send this form with your remittance, processing of credentials will be delayed. A money order or cashier's check is recommended for remittance.
13. Select continue.
14. Check your e-mail at the account you listed for verification that your application was received.