Directions for Teacher, Educational Diagnostician, School Counselor, Principal, and Superintendent Certification Candidates:

**HOW TO APPLY FOR PERMISSION TO TAKE THE TExES EXAMINATIONS**

1. Obtain and Complete a Copy of the Form Entitled
   *APPLICATION FOR APPROVAL TO TAKE THE TEXES EXAMINATIONS*

2. Attach a Copy of the Following Score Reports:
   (a.) Representative Test Score Analysis Form - Score of **90% +**
   (b.) Certify Teacher Score Report - Score of **290 +**

3. Attach the Original Completed Copy of the Form Titled
   *DOCUMENTATION OF REQUIRED TExES EXAM PREPARATION HOURS*

4a. **Graduate Candidates**
   **ATTACH THE FOLLOWING:**
   - Certification Deficiency Plan
   - Teacher Certificate
   - Teacher Service Record (2 or more years)

4b. **Teacher Candidates**
   **ATTACH THE FOLLOWING:**
   - Copy of SCORE ANALYSIS FORM (score of 80%+)
   - Original Copy: Documentation of Required TExES Exam Preparation Hours Form

4. Attach Proof of a Successful Background Check

Submit All Documents to the
Designated Program Coordinator

Principal & Superintendent - Dr. Arthur Petterway / School Counselor - Dr. William Ross
Educational Diagnostician and Teacher Candidates - Ms. Doris A. Barnes-Green

QUESTIONS? Contact EDLC 936-261-3530 / CUIN 936-261-3403 or 936-261-3414