

HOW TO APPLY FOR TEACHER CERTIFICATION

Congratulations on passing your TExES® teacher exams! **You are now ready to apply to be recommended by PVAMU to TEA for certification.** The *Exit Checklist* below outlines what you must complete online via your TEA account, and what you must turn in to the Office of Student Services and Certification.

EXIT CHECKLIST FOR CERTIFICATION

☐ **AFTER GRADUATION.....Order an Official Transcript online from the Registrar's Office.**

- When you order, be sure to request to have your transcript sent to the following email address: edcert@pvamu.edu.
- You will need to type in this email address at the bottom of the page on the request form.

☐ **Go online to your TEAL account and complete the following:**

- Apply for the **Standard (university-based) certificate**, then select your correct **content area** (*Example: CORE EC-6, or Music EC-12, etc.*).
- Pay the required **certificate fee**.
- **Apply, and pay** for your **Fingerprint Background Check**, if you have not already done so.

☐ **Complete the online PVAMU Application for Certification form.**

- Locate the form on the Certification Office webpage:
<https://www.pvamu.edu/education/services-and-certification/>
- Complete, **Sign** (digital signature) and **date both pages** of the form.
- You **do not** need to include Reference Letters; we have those already.
- Email your application form to: edcert@pvamu.edu ONLY.

NOTE:

- Please allow **5-7 business days** for your recommendation to be processed.
- You will receive an **automated email from TEA** confirming that you were recommended by PVAMU.
- **QUESTIONS:** Contact Ms. D. Barnes-Green, Director
Office of Student Services and Certification at edcert@pvamu.edu.