HBU
HOUSTON BAPTIST
UNIVERSITY

Probationary Certification Online Application Process

Probationary certification candidates must complete all of the following requirements <u>before</u> applying for a probationary certification online.

Requirements include:

☐ Content Area TExES exam passed
☐ At least three courses completed
☐ At least 30 hours of documented fieldwork
☐ Employment offered in Content area at a public, charter, or accredited private school
☐ Copy of teaching contract received by the School of Education
☐ HBU Eligibility letter for employment on file
☐ No Holds on HBU Account

Steps to Applying Online for Certification:

1. Click on the following link to apply for Probationary Certification online at
   https://secure.sbec.state.tx.us/SBECOnline/login.asp
2. Read all of the information on the screen before proceeding to create a new TEAL account or to Login to TEAL. Follow the directions carefully to successfully create or update your TEAL account.
3. Remember to select "Educator" as your Organization Type.
4. After you have successfully logged in, verify or enter your information.
   • Double-check your E-mail address. This is how HBU and TEA will communicate with you.
   • Make sure that TEA's email, teaonline@tea.state.tx.us, is on your approved e-mail list, to avoid missing critical TEA e-mails, which might otherwise go into your spam folder. Contact your internet service provider if you need assistance in doing this.
   • Read and carefully follow the directions on the page.
   • Scroll to the bottom of the page and click on **Continue**.
5. On the menu in the blue panel on the left side of the screen click on **Applications.**
   • Read the information on the white screen carefully
   • In the drop-down menu to the left, click on **Probationary Certificate Texas Program**. Read the information on the page and then click on **Apply for Certification** at the bottom of the page.
   • Complete the application following the prompts on screen. For **ENTITY** select **Houston Baptist University-Post-Baccalaureate**.
   • Verify that all of the information that you have entered is correct and click **APPLY** at the bottom of the screen.

6. Follow the directions on the following pages to complete your application for probationary certification, to obtain directions to the process for finger printing, and to pay your fees.
7. Upon completion this process, e-mail the Certification Office that your application for probationary certification is complete at amathis@hbu.edu.
8. After receiving notification that you have applied online, HBU's Certification Officer will audit your records and determine if you are eligibility to be recommended for probationary certification.
   - If you are eligible, the certification officer will recommend that TEA issue you probationary certificate and notify you by email that you have been recommended.
   - If any necessary documentation is missing, the HBU Certification Office will contact you via email and will not process your request for probationary certification until all of the requirements for probationary certification are met.
   - If you have any questions, please call the HBU Center for Preparation of Professional Educators, at 281-649-3073.
9. The process for obtaining probationary certificate is not final until TEA has received and processed your payment(s), the criminal background check, and the finger printing process is successfully completed. This may take TEA several weeks. You may check the status of your application at the TEA website.
10. When all requirements for obtaining a probationary certification have been meet and approval is given by TEA, TEA will notified you by email.
11. You may access your probationary certificate by going to www.tea.state.tx.us and clicking on **Texas Educators**, then under the **Certification Dropdown List** click on **Certificate Lookup**. Teacher Certification information is accessible to the public. School district personnel may view proof of Texas educator certificates online.