



Standard Certification Online Application Process for Teacher, Principal, Educational Diagnostician, Reading Specialist, Master Teacher, School Counselor, School Librarian, or Superintendent Certification

Standard certification candidates must complete all of the following requirements before applying for a Standard certification online.

Requirements include:

- Content Area and PPR TExES Exams passed
- Degree completed and diploma awarded
- No Holds on HBU Account

Steps to Applying Online for Certification:

1. Click on the following link to apply for Standard 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 **Standard Certification Texas Program**. Read the information on the white 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 (University Based)**.

- 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 standard 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 standard certification is complete at oelmore@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 standard certification.
 - If you are eligible, the certification officer will recommend that TEA issue you a standard certificate and notify you by email that you have been recommended.
 - For individuals seeking Principal, Educational Diagnostician, Reading Specialist, Master Teacher, School Counselor, School Librarian, or Superintendent Certification, *Teacher Service Records* must be submitted to the HBU School of Education.
 - If any necessary documentation is missing, the HBU Certification Office will contact you via email and cannot process your request for standard certification until all of the requirements for standard 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 standard 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 standard certification have been meet and approval is given by TEA, TEA will notified you by email.
 11. You may access your standard 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.