

Request for TExES Approval

Instructions:

1. The candidate completes **all sections** of Parts 1 and emails the form to EPP staff.
2. The EPP completes Part 2 and emails the form to the candidate. The candidate completes remediation and/or other prerequisites for test approval as specified in Part 2 and forwards the form and remediation documentation to the certification officer.
3. Certification officer uploads test approval and will inform candidate of eligibility.

Check one: Traditional Undergraduate Route Graduate ACP Route

Part 1: To be completed by candidate.

Name: WT ID#: TEA ID# (if applicable):
Email: DOB: Phone #:
Test Name: TExES #: Date:
Test Attempt Number: Last summary score:

Part 2: To be completed by EPP Staff.

For Attempt #1 approval - WT Practice TExES Test Scores of 80% Date
practice score : _____

Remediation Assigned for approval again:

*approved vendor/resource approved by WT - make 80% on resource

Notes on
remediation:

Adviser Name: Date:

Once test approval has been granted, please allow up to 24-48 hours for your ETS account to be updated before completing online test registration: www.texas.ets.org.

My submission of this test request form and the proof of remediation documentation affirm that I have met the program test approval requirements, and accept responsibility to register for the approved test.

Part 3: To be completed by certification officer (Gilbert Antunez).

The candidate has met program test approval requirements and is eligible to take the TExES exam.

Approval granted by: Date:

ECOS status/Yr:

Office Notes: _____

Previous ECOS Status/Yrs: _____

TEAL and TExES Test Registration Procedures

Candidates admitted into an Educator Preparation Program (EPP) may request test approval if candidate meets test eligibility requirements set by the EPP have been met.

Step 1 – Requesting Test Approval from WT's EPP

- Complete the Test Request form in the Office of Teacher Preparation and Advising, after you:
 - Content test approval
 - Submit a passing score of 80 on the practice content exam for your area
 - PPR test approval
 - Obtain your passing grade for EPSY 3341 and
 - verify a passing score of 80 on the practice PPR exam

Step 2 – WT generating the start of your Texas Education Agency Login (TEAL) profile

- Your information will be entered in to the TEA website to start your account/profile. The state will generate a beginning profile (usually 48-72 hrs).
- TEA will email you with your TEAL username and temporary password with instructions to complete the TEAL profile (your profile is incomplete at this time).

Step 3 - Complete your Texas Education Agency Login (TEAL) profile

- Go to the **TEA Login page**, www.tealprod.tea.state.tx.us.
- Use your TEAL username and password to login to complete your profile and retrieve your TEA ID #. This number is your identifier with the State of Texas. You **cannot** register for certification tests without this number.
- You will only be able to register for tests approved by the university.

Step 4- Registering for a TExES exam

- After obtaining your TEA ID#, log into the **ETS website**, www.texas.ets.org.
- Look for the test marked CAT (e.g. 160 CAT), choose a location (e.g. Canyon), then a date from the provided list that fits your schedule and pay with your credit card.
- Print your Ticket

Important notes:

Cell phones and other electronic devices are not permitted in the testing center.

Review information on the ETS website as to the type of identification required for entrance into the testing site. Arrive at the test site an hour before your test begins, as you will not be permitted to enter late. You will be fingerprinted and photographed prior to the beginning of your test. Remember **inappropriate behavior will** cause you to be removed from the testing site and forfeiture of your test and money.

Educational Testing Services (ETS) is the vendor for TExES. Registration is available online at www.texas.ets.org and fees are payable with a credit or debit card.

- The cost is \$134.20/test.
- If you are required to take BTLPT or LOTE, please complete the tutorial for the Spanish keyboard prior to taking the exam.

Candidates who are unsuccessful the first attempt will be required to complete test remediation set by WTAMU's EPP for test approval again.

If you find that you are blocked from a test that you may be eligible to take, please contact Angela Dallas (806-651-2668 or adallas@wtamu.edu) for assistance. You may have to complete an application for that test.