

# Request for Certification

WTAMU Office of Educator Preparation

The *Request for Texas Certification recommendation* for professional programs will be completed electronically.

1. The candidate completes **Part 1** and emails form to Program Chair or Advisor.
2. The Program Chair or Advisor signs Part 2 and emails form to Certification Officer.
3. The Certification Officer uploads Certification information and will inform candidate.

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**Part 1, to be completed by candidate requesting recommendation for Certification.** Please provide the required information and email this form to the Program Chair or Advisor for completion.

Name: WT ID#: TEA ID:

Email: Phone #: DOB:

Program / Certification Area:

Highest Degree Earned Bachelor Date Degree Conferred:  
Master  
Doctorate

Date Certification Exam Passed: How many attempts?

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**Part 2, to be completed by the Program Chair or Advisor.** Please verify the information above and email the form to [Certification@wtamu.edu](mailto:Certification@wtamu.edu).

I certify that the candidate has met the requirements and should be recommended for Certification.

Program Chair/Adviser: Date:

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**Part 3, to be completed by the Certification Officer**

**Recommended**

Certification Officer: Date:

**\*Please allow the Certification Officer 5-7 business days to recommend Certification. Once the Recommendation for Certification has been requested from TEA please allow 24-48 hours for your account to be updated.**