WEST TEXAS A&M UNIVERSITY™

Request for Texas Standard 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.

<u>**Part 1**</u>**, 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: **Date:**

<u>**Part 2, to be completed by the Program Chair or Advisor.**</u> Please verify the information above and email the form to **Certification@wtamu.edu**.

I certify that the candidate has met the requirements (3 Ts) and should be recommended for Certification.

Program Chair/Advisor: Program Chair TEA ID:

Date Certification Exam Passed: Date Degree *Conferred:

Highest Degree Earned: Bachelor   Master   Doctorate   (*Date must match and be on WT official transcript, before WT can recommended certification request)

University (Issued Degree):

Clinical Experience Records (*CER) for candidate

- Semester(s) Practicum or Internship Completed:
- *CER placement information & Observations on Graduate Spreadsheet: Yes   or   No

*Important: TEA requires Educator Preparation Programs (EPP) to create candidate Clinical Experience Records (CER) to upload University Field Observations and ISD Site Supervisor support

<u>**Part 3,**</u> **to be completed by the Certification Officer**

ECOS - CER & Obs uploaded   **ECOS Status** - *update to Finisher:*   **Recommended:**

                                                                  Date:

Certification Officer:

*Please allow the Certification Officer 5-7 business days to recommend Certification. Once recommendation has been completed in the TEA system, please allow 24-48 hours for your account to be updated.

WE TEACH TEXAS

Providing a quality education workforce across the Texas Panhandle.

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