

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.

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?

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

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

Program Chair/Advisor:

Date:

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.**