

Request for 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.

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:

Date:

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 (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

University (Issued Degree):

(*Date must match and be on WT official transcript, before WT can recommended certification request)

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

Part 3, to be completed by the Certification Officer

ECOS - CER & Obs uploaded

ECOS Status - *update to Finisher:*

Recommended:

Certification Officer:

Date:

***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.

Updated 06.01.25