



## Request for TExES Approval

The *Request for TExES Approval* for professional programs will be completed electronically.

1. The candidate completes **all sections** of Part 1 and emails the form to the graduate advisor.
2. The graduate adviser completes Part 2 and forwards the form to the Certification Officer.
3. The Certification Officer uploads test approval and will inform candidate of eligibility.

**Important Notes:**

**Unsuccessful candidates will be required to complete remediation requirements set by program adviser before approval is granted again.**

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**Part 1, to be completed by candidate requesting test approval.** Please provide the required information and email this form to your graduate adviser for completion.

Name: WT ID#: TEA ID#:

Email: Phone # DOB:

I have met the program test approval requirements, and I accept responsibility to register for the approved test. I am requesting approval to register for the following test:

Test Name: TExES #:

Typed Signature is Electronic Signature

Date

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**Part 2, to be completed by the graduate program advisor.** Please provide the information below and email the form to Dr. Beth Garcia at [Certification@wtamu.edu](mailto:Certification@wtamu.edu), requesting test approval for the candidate identified above.

Test Attempt (1st-5th): Last Summary Score:

Remediation:

Date of admittance to Program: Paid TEA \$55

Is the candidate a finisher? Yes No

If Yes, what date did they complete all program requirements?

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

Graduate Advisory Name: Date:

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**Part 3, to be completed by the Certification Officer (Dr. Beth Garcia)**

**Approval Granted:**

Signature

Date

ECOS status/Yr:

Please allow the Certification Officer 5-7 business days to grant approval. Once test approval has been granted, please allow 24-48 hours for your Pearson account to be updated before completing the online test registration at Texas Educator Certification Examination Program.