



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.

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

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, 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:

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.