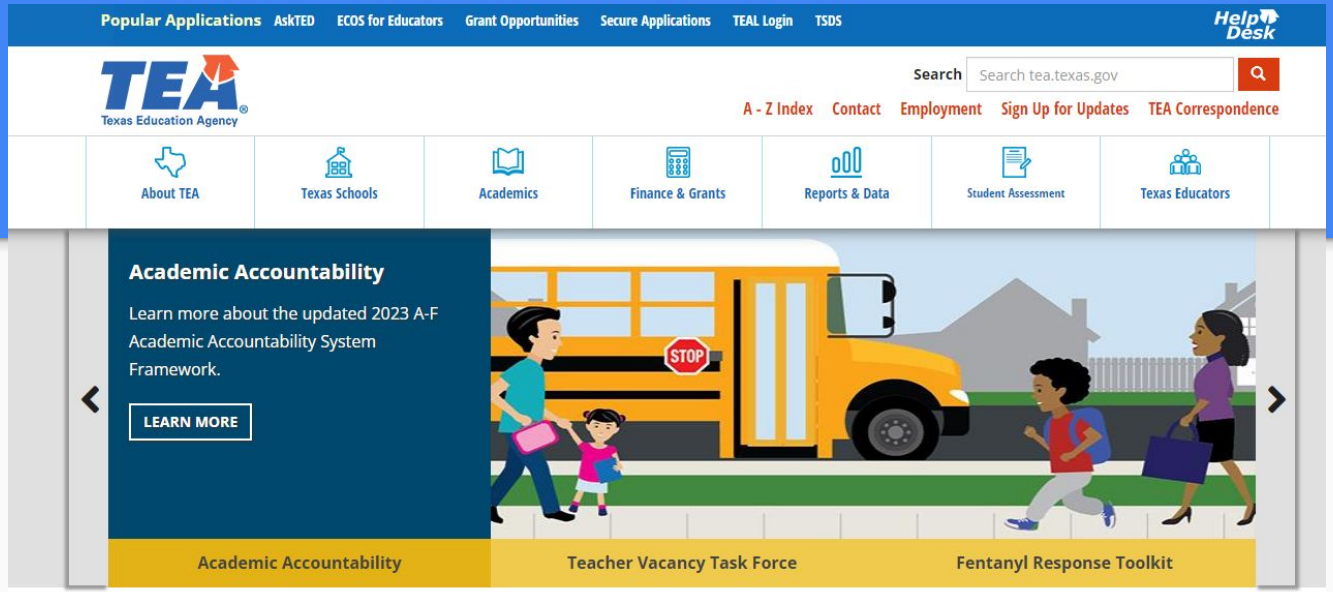
Becoming an Educational Aide in Texas

Educational Aide will have 30 days from their start date to become certified.

Visit the TEA Website



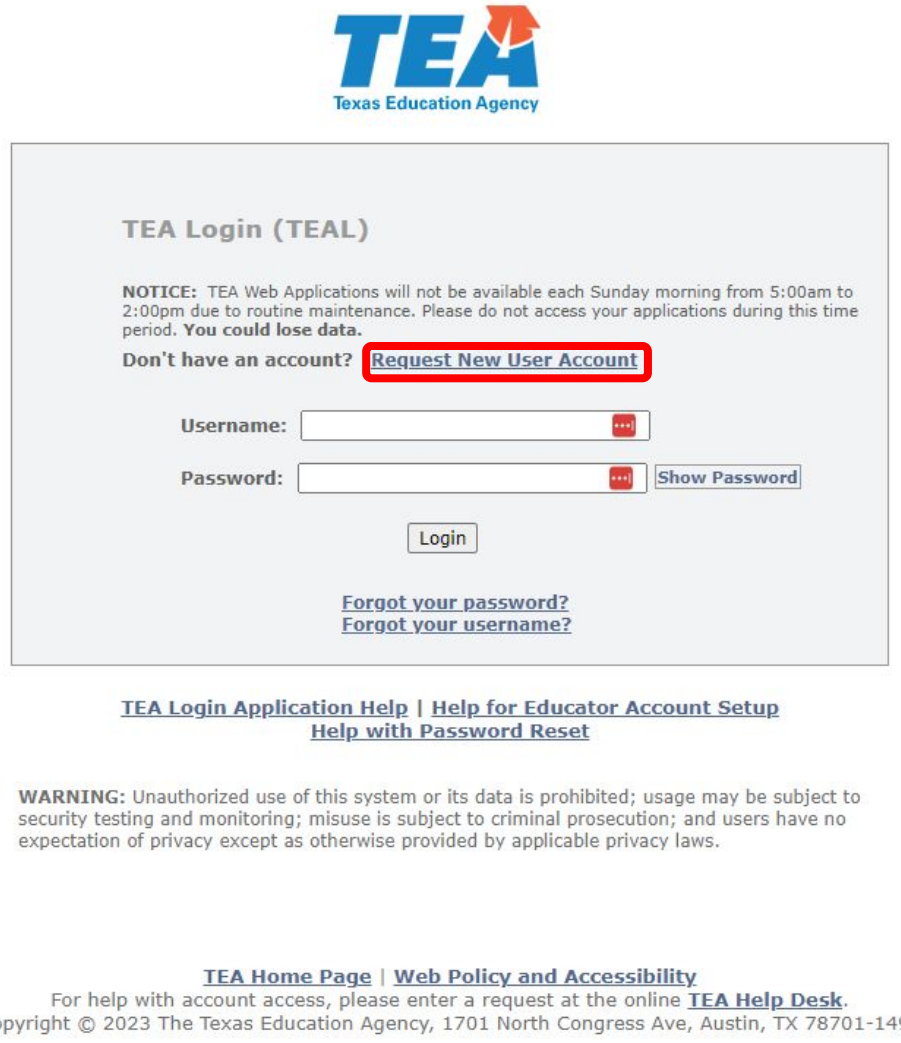
Select TEAL Login



TEA Login

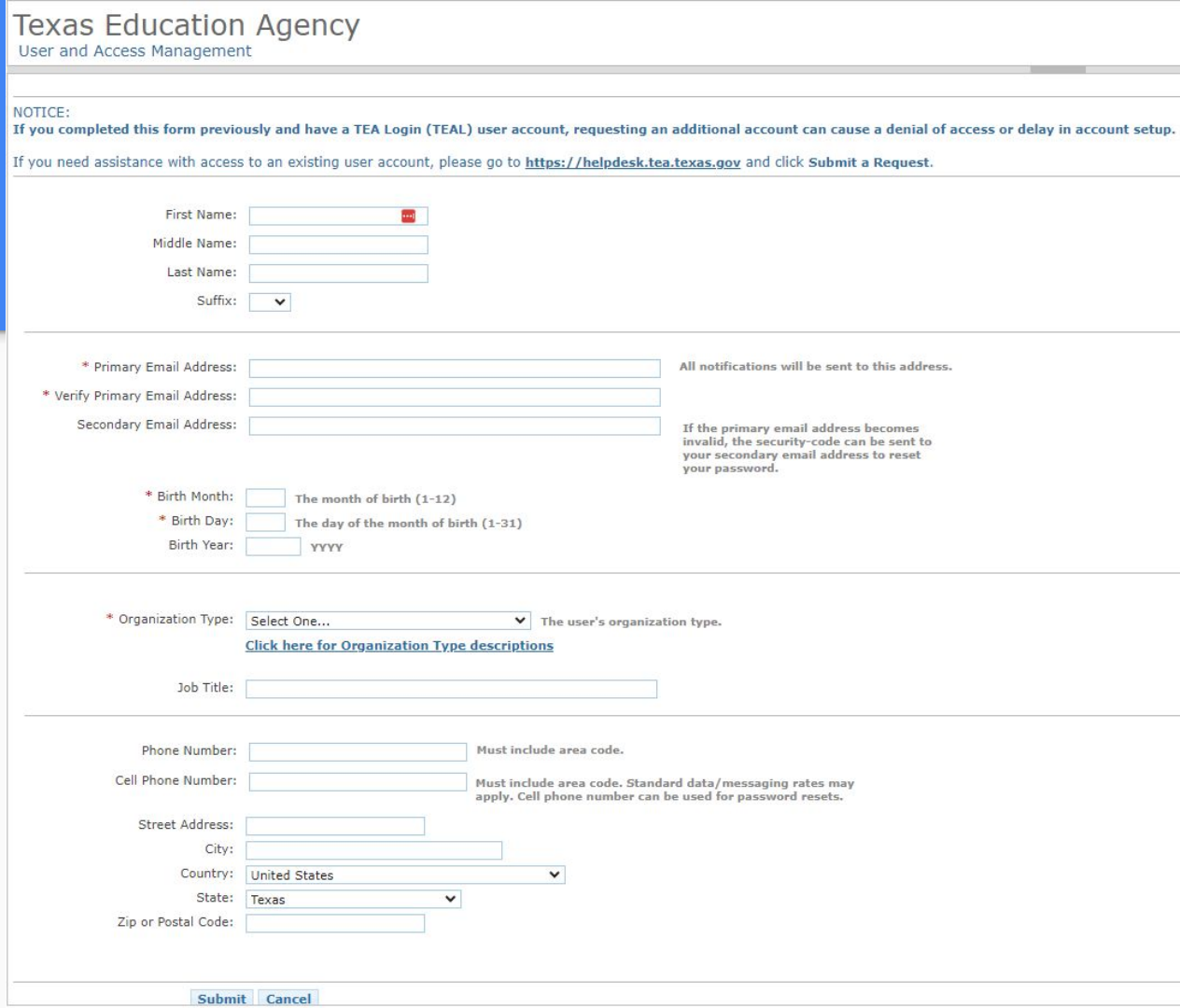
If it is your first time applying select: Request New User Account & fill out the form.

If your certification is about to expire, sign in and begin the renewal process.



Preview of the form

Once your account has been created, you will have access to the Educator Certification Online System (ECOS)



Texas Education Agency
User and Access Management

NOTICE:
If you completed this form previously and have a TEA Login (TEAL) user account, requesting an additional account can cause a denial of access or delay in account setup.

If you need assistance with access to an existing user account, please go to **https://helpdesk.tea.texas.gov** and click **Submit a Request**.

First Name:
Middle Name:
Last Name:
Suffix:

* Primary Email Address: — All notifications will be sent to this address.
* Verify Primary Email Address:
Secondary Email Address: — If the primary email address becomes invalid, the security-code can be sent to your secondary email address to reset your password.

* Birth Month: — The month of birth (1-12)
* Birth Day: — The day of the month of birth (1-31)
Birth Year: — YYYY

* Organization Type: Select One... — The user's organization type.
Click here for Organization Type descriptions

Job Title:

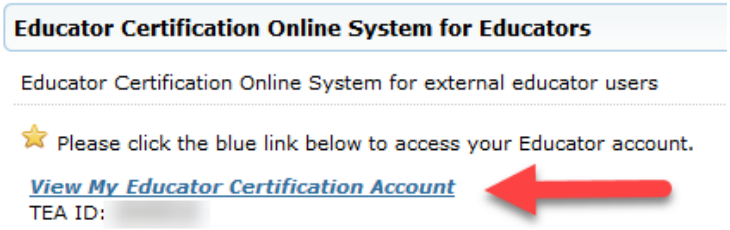
Phone Number: — Must include area code.
Cell Phone Number: — Must include area code. Standard data/messaging rates may apply. Cell phone number can be used for password resets.

Street Address:
City:
Country: United States
State: Texas
Zip or Postal Code:

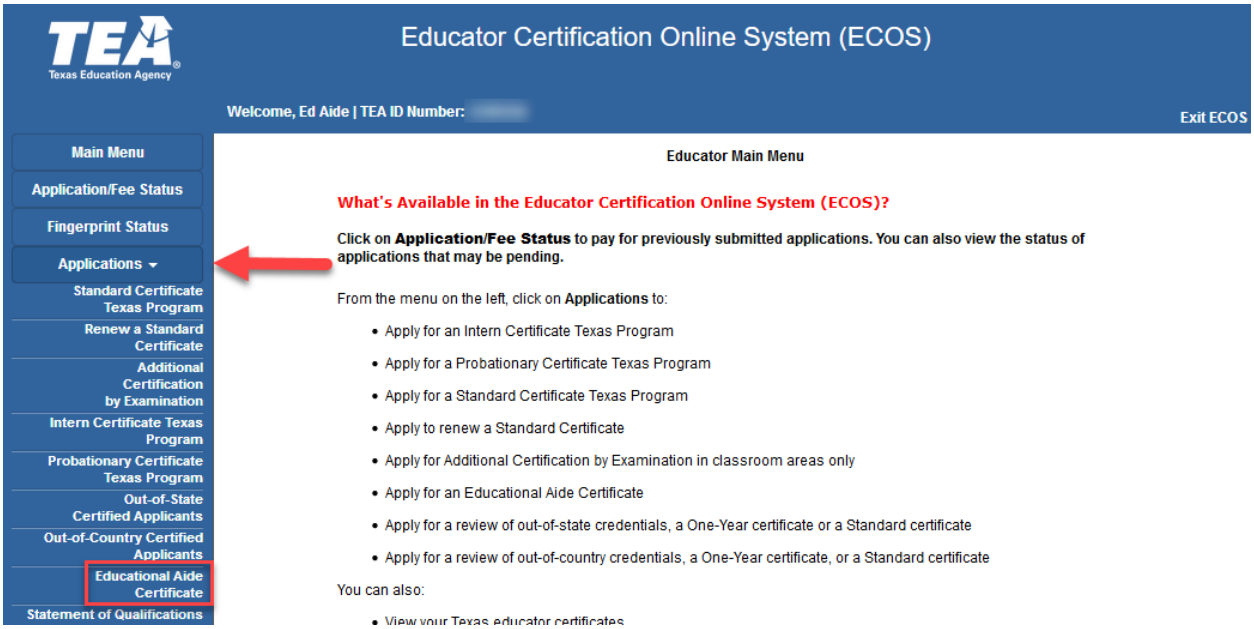
Submit Cancel

Applying for Educational Aide Certificate

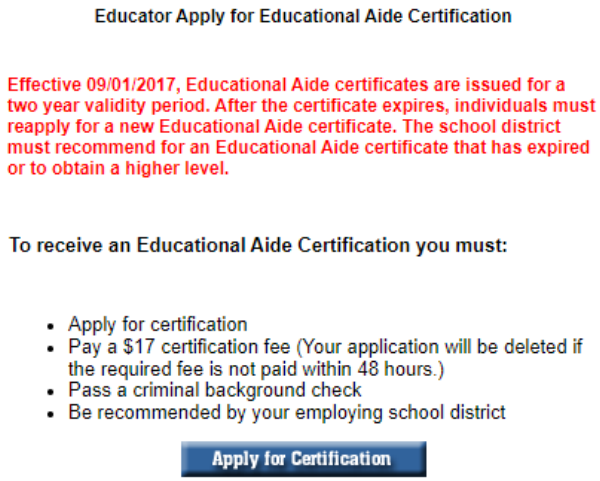
1. After logging into TEAL, the click on **View My Educator Certification Account** link



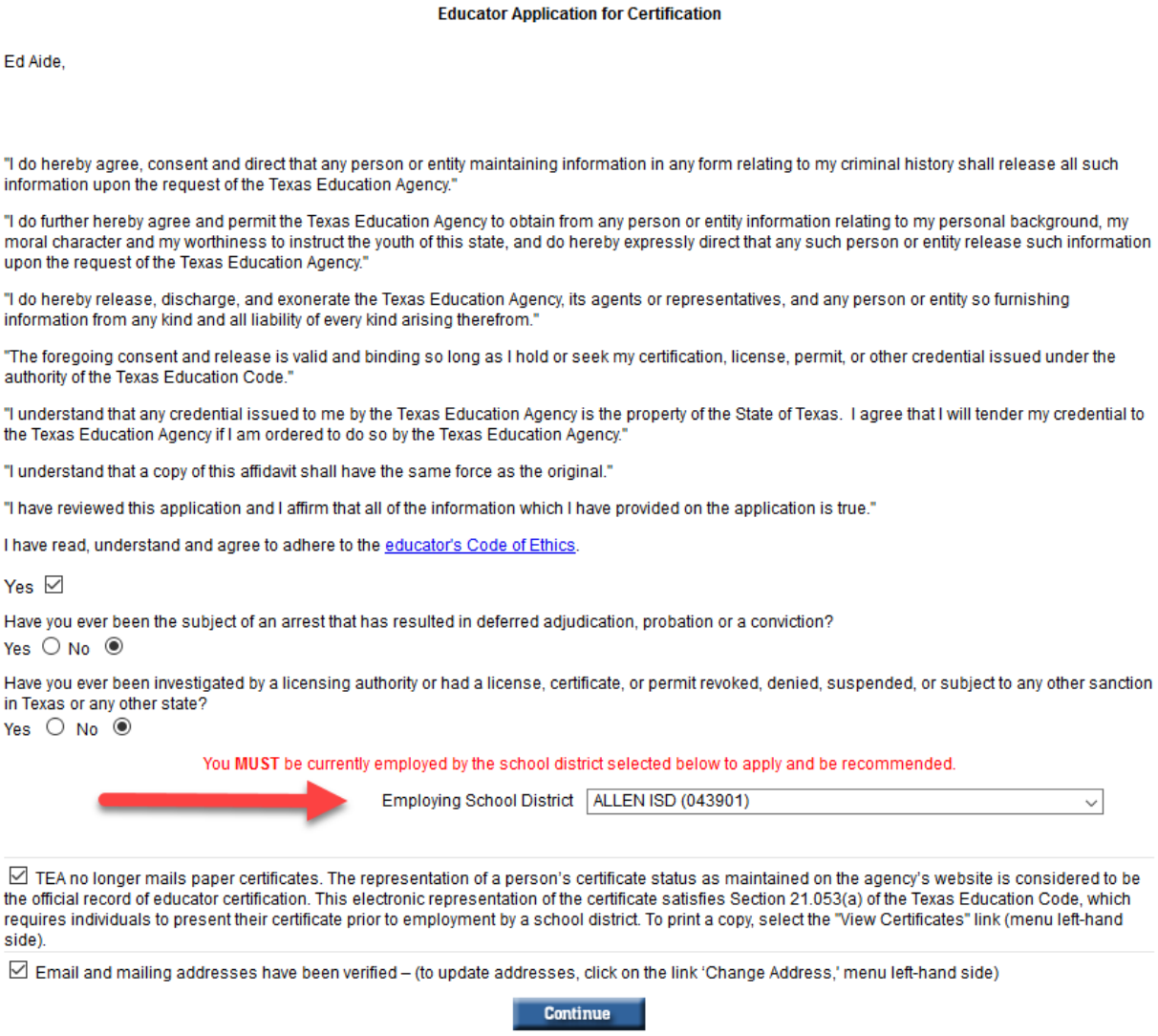
2. Once in ECOS, click on **Applications**, then **Educational Aide Certificate**



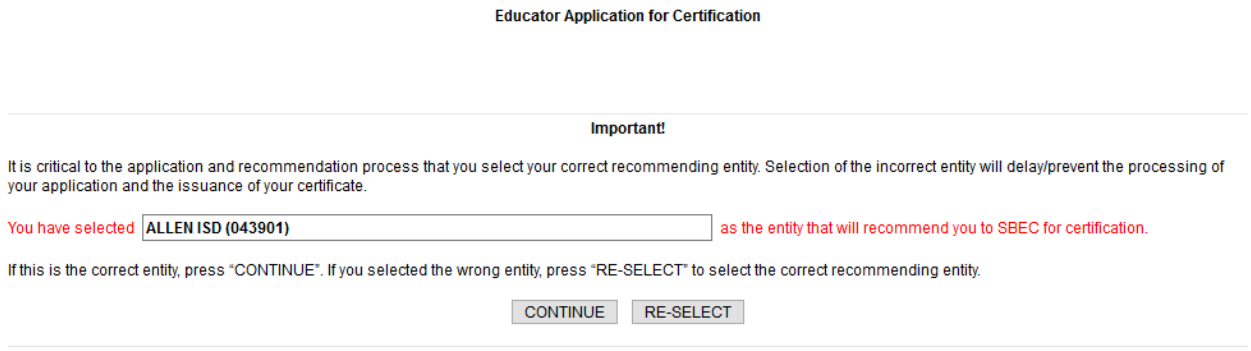
3. The first page provides the fees and requirements to issue the Educational Aide certificate. The applicant clicks **Apply for Certification.**



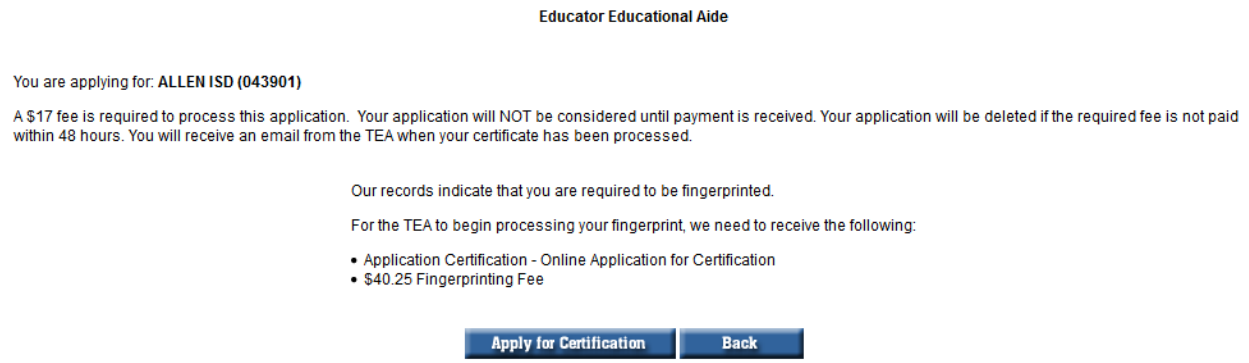
4. The following page provides an affidavit and a series of questions that must be answered by the applicant. The School District must also be selected from the drop-down list.



5. The next page will ask for confirmation of the district that was selected. If correct, click **Continue**.



6. The page after summarizes additional steps.



Educator Educational Aide

You are applying for: **ALLEN ISD (043901)**

A $17 fee is required to process this application. Your application will NOT be considered until payment is received. Your application will be deleted if the required fee is not paid within 48 hours. You will receive an email from the TEA when your certificate has been processed.

Our records indicate that you are required to be fingerprinted.

For the TEA to begin processing your fingerprint, we need to receive the following:

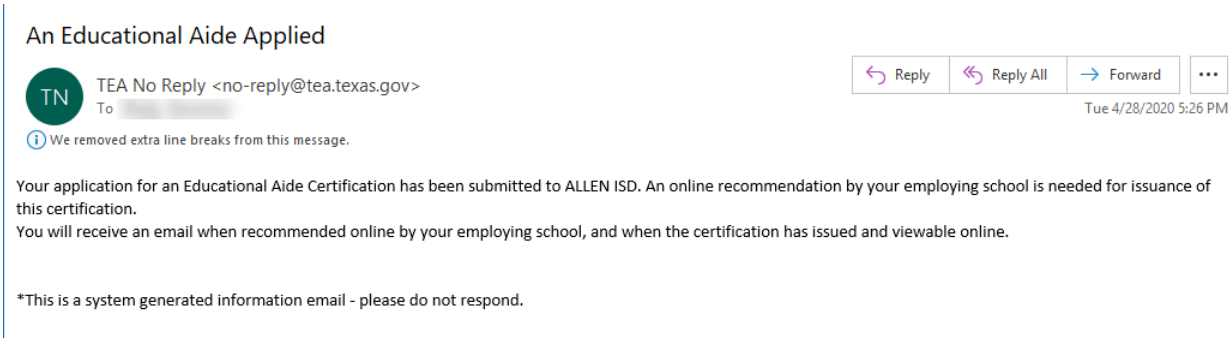
- Application Certification - Online Application for Certification
- $40.25 Fingerprinting Fee

Apply for Certification | Back

A fee of $17 will be required, and completion of fingerprints ($40.25 fee).

Click **Apply for Certification.**

7. A system-generated email is sent after you apply that verifies the district selected and indicates that an online recommendation from that district will be needed for issuance of the certification.



An Educational Aide Applied

TN TEA No Reply <no-reply@tea.texas.gov>
To [redacted]

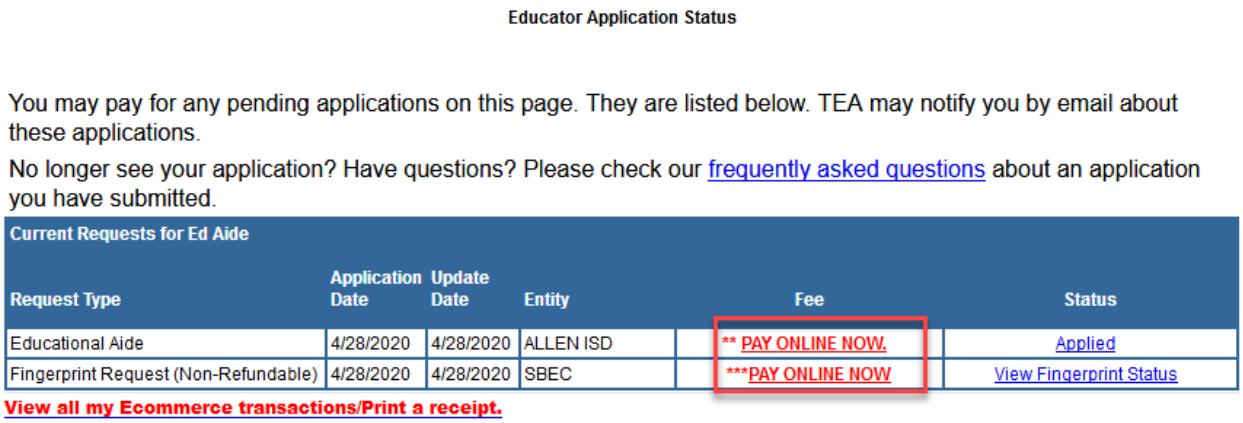
Reply | Reply All | Forward | ...
Tue 4/28/2020 5:26 PM

We removed extra line breaks from this message.

Your application for an Educational Aide Certification has been submitted to ALLEN ISD. An online recommendation by your employing school is needed for issuance of this certification.
You will receive an email when recommended online by your employing school, and when the certification has issued and viewable online.

*This is a system generated information email - please do not respond.

8. Pay the required fees.



Educator Application Status

You may pay for any pending applications on this page. They are listed below. TEA may notify you by email about these applications.

No longer see your application? Have questions? Please check our frequently asked questions about an application you have submitted.

Current Requests for Ed Aide

Request Type	Application Date	Update Date	Entity	Fee	Status
Educational Aide	4/28/2020	4/28/2020	ALLEN ISD	** PAY ONLINE NOW.	Applied
Fingerprint Request (Non-Refundable)	4/28/2020	4/28/2020	SBEC	***PAY ONLINE NOW	View Fingerprint Status

View all my Ecommerce transactions/Print a receipt.

9. You will be emailed instructions to complete fingerprinting.
10. Your school district must recommend you for the Educational Aide certificate.