

## INSTRUCTIONS FOR OUT-OF-STATE CERTIFIED TEACHERS

- **Out-of-State Certified Teachers must apply for the Review of Credentials (approx. \$177.00) and One-Year Certificate (approx. \$52.00) prior or during their scheduled HRCS scheduled visit. The State Board for Educator Certification (SBEC) will review your submitted credentials and inform you of the Texas state tests that you will be required to take during your first year of teaching in Texas. This allows a teacher twelve (12) months to complete all appropriate TExES exams. You must go on line to the State Board of Educator Certification (SBEC) website ([www.sbec.state.tx.us](http://www.sbec.state.tx.us)) to apply for this credential review and One-Year-Certificate. When you apply for this certificate, enter the date that all school employees begin the school year. Refer to the school calendar for this date. This calendar can be found on our homepage.**
- **When you go on line to apply for your initial credential in Texas, you will find that fingerprinting is required in our state for any teacher seeking initial credentials. Follow the directions found in your hiring paper work called “Fingerprinting Process”.**
- **Due to the No Child Left Behind federal legislation, out of state teachers are not considered to be “highly qualified” unless they have passed the appropriate content TExES test. Parents are notified by the campus principal, as required by NCLB when teachers are not “highly qualified”. You are required to visit the SBEC and make every effort to meet NCLB requirements if at all possible prior to the beginning of your employment. It is the content test that you are to take for meeting this requirement. You will have the rest of the year to take and pass the Pedagogy and Professional Responsibility (PPR) and any other test that you may want to take in order to hold the same certification areas as covered by your home state’s certificate.**
- **Note: To have your credentials reviewed, go the SBEC website and complete an Educator Profile, complete an on line application for review of credentials and submit appropriate documents by mail to SBEC. After your credentials have been reviewed, you will be mailed information regarding the tests that you are approved to take. You can then register to take your tests. You are not allowed to take any tests until you have been approved to do so by SBEC. Call SBEC at 1-512-463-9374 if there is a delay in their response to you regarding the review. Test dates during the year are limited.**
- **The website has information regarding out of state tests which may exempt you from taking some of our Texas exams. Refer to that website information for your particular state’s comparability. Specific guidelines for “Test Score/Passing Verification Release authorization Form” and Comparable Out-Of State Assessments” are found on that website.**
- **Each teacher on a One-Year Certificate must generally pass at least two (2) exams: Pedagogy and Professional Responsibilities (PPR) and one or more content exams. However, SBEC will evaluate your own state’s certification requirements to determine what tests, if any, that you will be required to take. The State Board for Educator Certification (SBEC) will contact you and inform you of which tests you must take. If you are not contacted within one month of your filing for your One-Year Certificate, call 1-512-463-9374 to inquire. We ask that you take the content test first if that test is required for you.**
- **Teachers on a One-Year Certificate for Bilingual, Spanish, or French may also need to pass the appropriate TOPT (an oral proficiency exam) during the validity of the One-Year Certificate.**

- This district does not pay for materials or out of district study sessions but the following is a partial list of companies that provide study sessions or materials for these required tests:
  - a. Region 4 at [www.esc4.net](http://www.esc4.net), click E-Catalog, search for TEXES or other test listing. You may also call (713) 744-6326 for information.
  - b. Study guides: [www.texas.net](http://www.texas.net) or call (409) 962-3100
  - c. [edpublishing@passthetexas.com](mailto:edpublishing@passthetexas.com) or call (932) 578-1922
  - d. Preparation materials: [www.texas.ets.org](http://www.texas.ets.org)

The district may offer test reviews. You will be notified of the schedule.

- Once the One-Year Certificate expires, you must have passed all required tests in order to apply for your standard certificate. You will not be eligible to extend this one year certificate or any other permit. Your employment in the state of Texas will come to an end without meeting the requirements of the standard certificate. There is one exception: If you have passed all content tests but failed the Professional Development test, you may be eligible for a Non-renewable permit. Contact the HR Director that handles elementary or secondary certification employees.
- You may register on line for your tests at [www.texas.ets.org](http://www.texas.ets.org). There are some tests that are available by computer and can be taken more frequently than the schedule of the paper and pencil administrations.
- Call the Information Support Center at 1-512-463-9374 if you have any questions regarding your certification. You may also use an online “chat” at: [www.tea.state.tx.us/sbecchat.aspx](http://www.tea.state.tx.us/sbecchat.aspx).
- When you receive your passing test scores, please send a copy to the appropriate HRS Director. Once all required tests are passed, you must again go on line and apply for your “Standard Certificate”. You can once again charge the credential fee on-line and print up a “Remittance Form”. Send HRCS a copy of that form so that we will know that you have applied for your Standard Certificate. Once you receive your new standard certificate, please send us a copy of that certificate. We will enter your new credentials on our database and place a copy of your new standard certificate in your personnel file.

**This is to certify that I understand my obligation to obtain a Texas certificate and have received a copy of these instructions. Failure to fulfill these requirements will result in loss of employment with Galena Park Independent School District.**

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

**This is additional information that was provided by our certification officer at Region 4.....**

At a recent training held at Region 4 ESC, a question came up about a change to the state exam registration system. In response to that question, I contacted SBEC to find out the exact process for Review of Credentials of out of state or out of country applicants and how that is tied to the registration system for the certification exams. Following is what was explained to me.

- 1) Out of state and out of country candidates will not be able to register for tests until the review of credentials is complete.
  
- 2) Once the review is complete and the letter is issued from SBEC stating what is needed for Texas certification, SBEC staff authorizes the person for the tests they will need to take.
  
- 3) The authorization to take tests is electronically tied to the letter issued from SBEC. So the test registration system will only you to register for the exams SBEC authorizes based upon the review. If you choose the testing route for “Out of State,” you will only be given the choice of the content exam and PPR exam that was approved by SBEC.
  
- 4) However, if you hold a One-Year certificate, technically you can register to add additional areas by exam. If you choose the route of “Certification by Exam,” you will see all possible content exams and can choose the one you need to be certified for their current assignment. They will not see any PPR exams under this “Certification by Exam” route to registration.
  
- 5) In order to complete a PPR exam, you will need to choose the testing route for “Out of State.”

Please keep in mind that if the district wants this candidate to pass another content exam other than what was authorized by SBEC, they will need to complete this exam and the PPR during the validity date of the One-Year Certificate in order to gain their standard certificate in the area.