

## Certification Checklist for Teacher Candidates

As this semester winds down and you prepare for graduation, we want to make sure you will also be ready for UH's recommendation for your teacher certification to the state **after** your degree is conferred.

### Before graduation, I will make sure I have...

- Registered for my TExES PPR exam- Need a score of 240 or better
  - ★ Please note: It is highly recommended you take and pass your exam prior to graduation.
- Registered for my TExES content exam(s)- Need a score of a 240 or better
  - ★ Please note: It is highly recommended you take and pass your exam(s) prior to graduation.
- Applied for my “**Standard Teaching Certificate**”
  - Logged in to my **TEAL account**
  - Clicked “**Educator**” link
  - Verified my personal information and clicked “**Continue**”
  - Clicked on the “**Applications**” tab
  - Selected “**Standard Texas Certificate Program**”
  - Selected my entity as “**University of Houston- University-Based**”
- Paid online the standard application fee through my TEAL account
- Paid and completed the fingerprinting/background check through my TEAL account
  - After I paid the fee, I received an email from IdentoGo with directions for fingerprinting specifically for certification.
    - My student teaching school district may also have uploaded my name to TEA for fingerprinting.
    - It can take 3-5 days for my results to show up in my TEAL account.
    - Made sure that my status reflects "Completed" on TEAL after getting fingerprinted.

**Please note:** It can take your degree status in PeopleSoft an estimated 2-4 weeks to show as conferred. UH cannot recommend any candidate to the state for certification until your degree status says “Completed” because a bachelor’s degree is required for all Texas teacher certifications. We thank you for your patience in advance.

**Remember:** Make sure you check your preferred email for any notifications and/or time-sensitive instructions if needed from TEA or our COE Certification Office. Consider updating the email in your TEAL account to a permanent email address after graduation.

If you have **ANY** questions about this process, please reach out to the Certification Office at [uhcert@central.uh.edu](mailto:uhcert@central.uh.edu) with your **PeopleSoft ID/ TEA ID** in the subject line.