Applying for an Endorsement to a Standard Certificate

1. Go to the TEAL website
https://pryor.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServletClick on State Board for Educator Certification, and choose Educator Certification.

2. Use your TEAL login and password. If you have never set up your TEAL account, please send an email to Paige Acevedo to ask for directions (acevedop@cfbisd.edu).

3. Once logged into TEAL, you will see the word EDUCATOR in the middle of screen in blue underlined. Click on that.

4. You are redirected into the SBEC website. Confirm all contact information by scrolling to the bottom and hitting continue.

5. On the left side of the page click on **"Applications"**

6. Then Click on **"Additional Certification by Examination"**

7. Click on the blue "**Apply for Certification**" box in the middle of the screen.

8. Answer the affidavit questions, select your recommending Entity (name of your University or Alt Cert Program), then select your certification subject and click on "**Continue.**"

9. Review the Certificate(s) listed and confirm that what is shown is correct. Click on **"Submit Application to SBEC."**

10. You are now on the Educator Pay- Online screen. Check the box on the right under the **"Pay for Now"** column. That let's you choose which certification(s) you wish to pay for.

11. This will bring you to a payment screen. Fill in your payment options and confirm the billing address. Click on **"Pay Now"**

      The fee for certificate is $77.