

TEA ID NUMBER & STATE EXAM REGISTRATION

All students seeking certification through UTSA are required to have “approval to test” before they may register for their certification exam(s).

*Students must submit an Eligibility Form to the TExES Office, MB 0.500 or fax it to 458-5794, before they will be approved to take an exam.

TEA ID Number:

Students will create an Educator Profile with SBEC to obtain a TEA ID Number or to make corrections to an existing profile by going to: www.sbec.state.tx.us

- 1) To login, click on “**SBEC Online for Educators**” at the top of the page
- 2) Students who need to create an Educator Profile, click on “**New User, Create a New Account**”
- 3) Provide all information requested and write down your TEA ID Number.

Exam Approval Status:

- 1) “Approval to test” will be granted to students that have successfully completed all UTSA eligibility requirements.
- 2) Allow 2 business days for the approval process to be completed.
- 3) To check exam approval status, go to: www.sbec.state.tx.us and click on “**SBEC Online for Educators**”. Login and click on “**View Examinations**”

UTSA WILL NOT NOTIFY STUDENTS WHEN THEY HAVE BEEN APPROVED

State Exam Registration:

Register for all paper-based tests (PBT) and computer administered tests (CAT) online with ETS: www.texas.ets.org

- 1) Once approved, follow the “Quick Start” directions for setting up an ETS account or registering for an exam. It is helpful to print the directions.
- ***Only** “program completers” may register for more than one exam per test date.
- 2) Use the same TEA ID Number each time you register for a state exam.
 - 3) It is recommended that students register for exams early in order to reserve a seat in a preferred location. Print a copy of your Admission Ticket.
 - 4) Scores can be accessed through your ETS online account.

Students **must submit** a new Eligibility Form for approval to retake an exam.

Students will not go through UTSA to take additional exams once they have been certified.

Go to the UTSA TExES website to find answers to your questions~

http://coehd.utsa.edu/Students/TExAS/Home_TExES.htm

ETS contact for students with questions~ 1-866-902-5922