



TEXAS A&M UNIVERSITY  
SAN ANTONIO

Educator CAFÉ Certification Recommendation Form

You must meet the following requirements in order to apply for your certification. Please refer to the Teacher Certification Requirements section of the College of Education & Human Development website for specific requirements.

- All coursework must be completed including Clinical Teaching
- Degree must be awarded and posted on your transcript
- All the appropriate TExES Content and TExES Pedagogy and Professional Responsibilities (PPR) Exams must be completed for your certification area
- This form and all required documentation should be submitted

Step 1. Student Information (please print)

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: ( ) \_\_\_\_\_ *J/K #*  
*TEA ID*

Certification Information:

Name of certificate you are applying for (e.g., EC-6 Generalist, All-Level Kinesiology, Principal, etc.):

Highest Degree Earned: Bachelors \_\_\_\_\_ Masters \_\_\_\_\_ Doctorate \_\_\_\_\_ Date Awarded (mm/dd/yyyy): \_\_\_\_\_

University/College where above degree was awarded: \_\_\_\_\_

Check the certification applying for: Standard/Initial \_\_\_ Probationary \_\_\_ Professional/Other Administrative \_\_\_

Academic Advisors Name: \_\_\_\_\_

Step 2. Submit Teacher Service Record (if applicable)

Submit a Teacher Service Record (TSR) only if:

- You were awarded the Educational Aide Exemption
- You are applying for Professional Certificate that requires 2 years' experience (e.g., Principal, School Counselor, etc.). Educational Diagnostician requires 3 years' experience

The TSR must reflect two years of classroom teaching experience in a public or a TEA accredited private school and signed by a district personnel department.

Apply for your Certification

Please apply for certification using the following directions:

- Log in TEAL (TEA Login), refer to TEAL User Guide, click Educator Login and Click "Apply for Certification"..
- Select "Texas A&M University-San Antonio" as your recommending entityplus,
  - Option 1: **University Based** (Traditional/Ready From Day One/Leadership & Counseling/Ed. Diagnostician teacher candidate)
  - Follow online instructions
  - Pay Fees

## **Fingerprinting Information**

During the Teacher Certificate application process, the TEAL (TEA) Online System will automatically prompt for an initial fingerprinting if required. You may choose to pay the application fee and the initial fingerprinting fee at the same time or return to pay the initial fingerprinting fee at a later date. When you pay the initial fingerprinting fee the State Board will send you a Fast Pass Form by email within 24 hours. For additional information, refer to [TEA Fingerprint Requirements](#).

**Submit completed form and Teacher Service Record (if applicable) electronically to:**

Melissa M. Beene, Certification Coordinator III  
Melissa.Beene@tamusa.edu

**NOTE: Applications for certification will be processed after form is received on a first-come, first-serve basis.**