

The University of Texas Rio Grande Valley
Office of Educator Preparation and Accountability
EDCC 2.510 • (956) 665-7952 • Edinburg
MAIN 2.200B • (956) 882-5706 • Brownsville

IMPORTANT – PLEASE READ

Directions for registering for the TExES

Texas Education Agency (TEA) System

1. Submit Certification Exam Pre-Registration form to our office
 - Please be aware, **you are not officially registered for the exam** until you login to the TExES website, register and pay for the exam. You must print your admission ticket from the ETS website because it must be presented to the staff on the day of the exam.
2. Go to: <https://secure.sbec.state.tx.us/SBECOnline/login.asp>
 - **FOLLOW THE INSTRUCTIONS PROVIDED AT THE WEBSITE ABOVE** to create a TEAL Account if you have not already done so.
TEA has provided **instructions** as well as a **video** to assist you with creating your account. The links to these resources are located at the website above in **red underlined font**.
 - After you have logged into TEAL, click on the blue **Educator** link to enter the Educator Certification Online System for Educators (ECOS for Educators).
3. Write down your TEA ID# for use when setting up your ETS Account. TEA ID will be found on the welcome screen.
4. Click on **View Examinations** to see *which exams have been approved* as well as the **Exam Route** which was used to approve the exam

If you are having trouble creating your TEA account, please call TEA at the number below.

Texas Education Agency (TEA)
Telephone: 1-512-936-8400

Educational Testing Services (ETS) System

5. To register for the exam, log-on to www.texas.ets.org
 - If this is the **first time** registering for an exam on ETS, click **Register**, click **Go to Login**, click **New User** and set-up and account
 - If you are a **returning user**, click **Register**, click **Go to Login**, enter your username and password
 - Only the exams for which you are eligible to take will be available
6. If you are a returning user registering for a different exam, there are no exams available or your exam is not listed, click on **Edit Your Profile** to verify your **ROUTE (must match Exam Route on ECOS)**
7. If you have a question regarding the exam(s) that has been approved, please call our office at 665-7952

Note for Retesting:

- ❖ If you have already submitted a pre-registration form to our office, please call our office to be **re-approved**.

If you are experiencing trouble registering for the exams, please call ETS at the number below after confirming on the ECOS website that you have been approved for the exam

Educational Testing Services (ETS)
Telephone: 1-800-205-2626

Cell Phone Policy

Beginning September 1, 2009, cell phones will **NOT** be allowed inside the test center.

Late Test Taker Policy

Test takers are expected to arrive at the test center at least 30 minutes prior to the start time. The following reminder has been posted on the ETS TExES website:

“It is each test taker's responsibility to allow plenty of time to arrive at the test center **at least 30 minutes** prior to the start time, regardless of whether there is traffic congestion, road construction, bad weather, car accidents, poor directions, or any other incident that might delay arrival. If test takers do not arrive early enough prior to the test start time to allow for check in and pre-testing procedures, they will not be permitted to test and their test fees will be forfeited. There will be no exceptions to this policy.”

Acceptable Identification (ID) Requirements

Test Centers continue to have problems with examinees presenting either expired documents or documents in a name other than the one used to register.

Acceptable ID documents are a valid:

- ❖ Passport with photograph and signature
- ❖ Current driver's license with photograph and signature (see exception below)
- ❖ State identification with photograph and signature
- ❖ National identification with photograph and signature
- ❖ Military identification with photograph and signature

Refer to website: http://cms.texas-ets.org/files/1614/4431/6902/texas_registration_bulletin_15_16.pdf

The ID must have the examinee's full name, which must match the registration name.

There is one exception to this. If an examinee has been married or divorced between registering for and taking the exam and the registration has the maiden name and the ID has the married name (or vice versa), this is acceptable if the examinee brings along a RECENT marriage license or divorce decree that was issued between the registration and actual test date. "Recent" can be interpreted to mean issued within the last several months.

The ID must be current (not expired).

This is one exception to this. If an examinee's Texas driver's license has expired, but he/she has the Texas DOT renewal certificate, these two together are acceptable as long as the name on the driver's license and the name on the renewal certificate are the same. If positive confirmation cannot be made, the examinee may be refused admission to the test and will forfeit the registration and test fees.

Unacceptable ID Documents

The following documents are *not* acceptable as primary or supplemental ID under any circumstances:

- ❖ Any document that is photocopied or expired
- ❖ Any document that does not bear your first and last names *exactly* as they appear on the admission ticket
- ❖ International driver's license
- ❖ Draft classification card
- ❖ International student ID
- ❖ Credit/debit card of any kind
- ❖ Notary-prepared letter or document
- ❖ Birth certificate
- ❖ Social Security card
- ❖ Employee ID card
- ❖ Any temporary ID
- ❖ Diplomatic, consulate or embassy ID card (e.g., Mexican Matricula Consular card)
- ❖ Voter registration card