



Request for TExES Certification

The *Request for TExES Approval* for professional programs will be completed electronically.

1. The candidate completes **all sections** and emails form to Program Chair or Advisor.
2. The Program Chair or Adviser signs Part 2 and emails form to Certification Officer.
3. The Certification Officer uploads Certification information and will inform candidate.

Part 1, to be completed by candidate requesting recommendation for Certification. Please provide the required information and email this form to the Program Chair or Adviser for completion.

Name: WT ID#: TEA ID:

Email: Phone #: DOB:

Date of Master's Degree: Years of Teaching Experience:

Program/Certification Area:

Date TExES Exam Passed: How many attempts?

Part 2, to be completed by the Program Chair or Adviser. Please provide the information below and email the form to Certification@wtamu.edu.

I certify that the candidate has met the requirements and should be recommended for Certification.

Program Chair/Adviser: Date:

Part 3, to be completed by the Certification Officer

Recommended:

Signature

Date

The typed signature is your electronic signature.

Please allow the Certification Officer 5-7 business days to recommend Certification. Once the Recommendation for Certification has been requested from TEA please allow 24-48 hours for your account to be updated.