Educational Aide Application and Renewal Instruction

Educational Aides must be employed by a Texas public school before applying for certification. [www.tea.state.tx.us/index2.aspx?id=5316](http://www.tea.state.tx.us/index2.aspx?id=5316)

Application Process for Educational Aides:

Employing Texas public schools must enter basic profile information online before an educational aide will have the ability to set up an account and apply for his/her certification. This process pertains only to first-time applicants for an educational aide certificate. Persons who are applying for additional educational aide certification, renewal of a Standard Educational Aide certificate, or a duplicate of a prior certificate will be able to set up an account and apply without the assistance of an employing school district.

Texas public school employees who have been authorized to recommend educational aides for certification will enter the basic profile information using the secure entity access screen, selecting “Educational Aides” from the menu, then “Search Add/Edit Applicants”.

Once the district has entered the basic information, the educational aide will be able to set up an online account. To establish an account, the educational aide should select “Educator Login”, then “New user? Create New Account”. From this account, he or she may then apply for a certificate. The individual must be recommended by the employing school district.

Renewal:

When will an educator have to renew the certificate?
The renewal date of a Standard Certificate shall be five years after the day of the certificate holder’s next birth month. For example, an educator born in March who is issued a certificate in December 1999 would be subject to renewal requirements in March 2005.

How do I apply for renewal of my certificate?
Each educator will need to login to their account on the TEA website.

When an educator logs on to the online system, he or she will need to select “Applications” from the Educator Main Menu on the left side of the screen, and then select “Renew a Standard Certificate.” After this selection, the educator will be guided through a series of screens that will advise the educator of the process for requesting a renewal of the standard certificate. Online payment of certification fees is available.

What is required for renewal every five years?
All certified educators, including educational aides, seeking to renew a certificate must:

- Hold a valid Standard Certificate that has not been, nor is in the process of being sanctioned by TEA;
- Successfully undergo a national criminal background check by submitting fingerprints for review;
- Not be in default on a student loan or in arrears of child support;
- Pay the appropriate renewal fee;
• Paraprofessionals are not required to complete Continuing Professional Education (CPE) credits hours for renewal.

Can an educator renew his/her certificate even if he/she is not employed by a school district?
Yes. Any educator can apply to renew a Standard Certificate, regardless of his/her employment status.

Renewal Fee for an individual with only an Educational Aide Certificate:
$10

What happens if an educator does not renew the certificate?
A Standard Certificate that is not renewed will be placed on inactive status.