Candidate Information for Standard Certification
A Publication of the LETU Educator Certification Office Last Updated 9-26-08

Educator Preparation Route (check one):

____ TRAD   _____ TEACH   _____ MEL

Full Name:

Social Security #:

Daytime Phone # (with area code):

Email (personal, not LETU):

Mailing Address:

PART ONE – PLEASE COMPLETE – Failure to provide all information may impede your recommendation process.

Highest Degree Earned:   Date Degree was Conferred (mm/dd/yyyy):
____ Bachelor’s   ___/___/_______
____ Master’s   Name of College/Univ where Degree was Conferred:
____ Doctorate   ___________________________

State Abbreviation: __ __

➢ I am seeking certification in the following area:

PART TWO – CANDIDATE APPLIES FOR STANDARD CERTIFICATION

• Go to www.sbec.state.tx.us
• Log in to SBEC web site
• Choose APPLICATIONS
• Choose STANDARD CERTIFICATE TEXAS PROGRAM
• Follow the prompts.

Please Note: The candidate is responsible for submitting the appropriate SBEC fees and fingerprints. SBEC will not process the standard certificate until the appropriate items have been received.

PART THREE – STATEMENT OF EDUCATOR RESPONSIBILITY

I understand that I am responsible for completing the online application process in a timely manner, which includes:

• Completing the SBEC fingerprinting requirement
• Submitting all required fees to SBEC

I understand that I am responsible for completing the online application so that the LETU Educator Certification Officer can make my recommendation, which will result in SBEC beginning the credentialing process.

Signature of Candidate: ____________________________  Date: ____________________________

After applying online, submit completed form to the Certification Office by choosing one of the following methods:

• Email: BrendaPete@letu.edu (sender’s address and time/date stamp of email will serve as signature verification)
• FAX: 903.233.3852, Attn: Educator Certification Office
• Mail: LeTourneau University Educator Certification Office, P.O. Box 7001, Longview, TX 75607-7001
• Drop Off: Educator Certification Office, Room 212 of Longview Education Center

IMPORTANT: Failure to apply online and submit this completed form in a timely manner will impede the recommendation process. Continue to periodically check your LeTourneau email account in case the Certification Office is attempting to contact you concerning your standard recommendation. Your LETU email will remain active for at least a month after you are recommended for standard certification.