I. STANDARD CERTIFICATION

What requirements must I meet before I am eligible to be recommended for standard certification?
Candidates must successfully complete:

- Coursework for PACT
- Degree conferral for TRAD, TEACH, and MEL
- Student teaching or internship
- State-mandated exams

Additionally, candidates must clear all outstanding financial obligations to LeTourneau University.

What is the certification process and at what point am I officially certified?

First, the Registrar must post the candidate’s grades. When the last class is over (or the last day of student teaching or internship), instructors are typically allowed at least a week to submit grades. The posting of grades may take at least three weeks.

The Director of Certification will recommend (via the Internet) the candidate for certification after verification that:

- all requirements have been met (coursework, degree conferral, student teaching/internship, and state-mandated exams)
- no holds remain due to provisional status for PACT students
- all financial obligations to the university have been cleared

The State Board for Educator Certification (SBEC) will email notification of recommendation to the candidate, who is responsible for remitting the credentialing fee and the fingerprinting fee to SBEC. The Certification Office will email a congratulatory letter to the candidate. The candidate is officially certified when the virtual certificate is posted. SBEC will mail the paper copy of the certificate to the candidate several weeks after the virtual certificate is posted.

What is a virtual certificate?

SBEC maintains a website that contains virtual certificates for Texas educators. Potential employers will access educator information from the SBEC website. Virtual certificates are public records and can be accessed at https://secure.sbec.state.tx.us/SBECONLINE/virtcert.asp

What should I do with the paper copy of my certificate?

Keep the paper copy in a secure place such as a safe deposit box.

What do I need to do?

TRAD: During the student teaching phase, Certification Office staff will distribute the Candidate Information for Standard Certification form. Follow all directions on the form and submit the completed form to the Certification Office prior to the completion of student teaching.
TEACH: Before the final day of the Certification Preparation Seminar (EDUC 4101 or 4201), the candidate will follow all directions on the Candidate Information for Standard Certification form and will submit the completed form to the Certification Office.

PACT: Before the final day of the Certification Preparation Seminar (EDUC 4101, 4201, or 4301), the candidate will follow all directions on the Candidate Information for Standard Certification form and will submit the completed form to the Certification Office.

MEL: During internship (MEDU 5183), the candidate will follow all directions on the Candidate Information for Standard Certification form and will submit the completed form to the Certification Office.

ALL PROGRAMS: Before submitting the completed Candidate Information for Standard Certification form, the candidate must apply online at the SBEC website. The candidate must make an online application, which will enable the Certification Officer to recommend the candidate for standard certification. Failure to apply online and/or submit the completed form in a timely manner will impede the recommendation process.

To apply:
- Go to www.sbec.state.tx.us
- Log in to SBEC website
- Choose APPLICATIONS
- Choose STANDARD CERTIFICATE TEXAS PROGRAM
- Follow the prompts

Submit the completed form to the LETU Educator Certification Office via 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: LETU Educator Certification Office, P.O. Box 7001, Longview, TX 75607-7001
- Drop Off: Educator Certification Office, Room 212 of Longview Education Center

When should I apply for standard certification?
TRAD: Apply during the student teaching phase even though you may still need to complete coursework or you need to pass a state exam. Continue to work with your Department Chair or designated faculty member concerning issues such as student teaching, state exams, and coursework.

TEACH: Apply during the Certification Preparation Seminar even though you may still need to complete student teaching/internship or you need to pass a state exam. Continue to work with your Education Career Specialist.

PACT: Apply during the Certification Preparation Seminar even though you may still need to complete student teaching/internship or you need to pass a state exam. Continue to work with your Education Career Specialist.

MEL: Apply prior to the completion of your internship even though you may still need to complete the state exam. Continue to contact the Certification Office if you have any questions.

What are the SBEC fees?
SBEC fees are subject to change, but they are currently $77 for certification processing and $47 for fingerprint processing. Your online application will allow the Certification Officer to make your recommendation; potential employers are able to view recommendations at the SBEC website. Remember that SBEC must receive the appropriate fee(s) prior to beginning the credentialing process.

How can I learn more about Texas educator certification?
Check out the State Board for Educator Certification (SBEC) website at www.sbec.state.tx.us.
II. CERTIFICATION OFFICE

What is the role of the Director of Educator Certification?
• Tracks the progress of all LeTourneau University students who are seeking educator certification
• Offers counsel in certification matters
• Recommends candidates for certification

Who do I contact if I have questions about curriculum or certification?
TRAD: Your Department Chair will be able to answer most questions. The Department Chair will refer candidates to the Certification Office when the situation dictates.

TEACH: Your Education Career Specialist will be able to answer most questions. Candidates will be referred to the Certification Office when the situation dictates.

PACT: Your Education Career Specialist will be able to answer most questions. Candidates will be referred to the Certification Office when the situation dictates.

MEL: The Director of Certification will be able to answer most questions. The Director of Certification will refer candidates to the Dean of Education when the situation dictates.

Once I am referred, how do I contact the Certification Office?

LeTourneau University
Educator Certification Office
P.O. Box 7001
Longview, Texas 75607-7001

BrendaPete@letu.edu
Educator Certification Specialist
903.233.3886 or 1.800.388.5327 x3886

BeckyBirdsong@letu.edu
Director of Educator Certification
903.233.3884 or 1.800.388.5327 x3884

FAX: 903.233.3852

I have a personal email account. Do I have to use the LETU email account when corresponding by email about program and certification matters?
The candidate may use a personal email account when seeking information, but official program correspondence will be sent to your LETU account and not your personal account. Therefore, the candidate should check the LETU account on a regular basis; failure to do so may result in missing important notices, information, and deadlines. Information regarding Approval to Test will be sent to the candidate’s LETU email account.

What should I do if I am having trouble with my LETU email account?
Call the Information Technology (IT) Help Desk at 903.233.3500 or 1.800.388.5327 x3500.

Help Desk hours are:
Monday-Saturday 8:00 am – Midnight
Sunday 2:00 pm – Midnight