

## **STEPS to APPLYING FOR TEACHER OF STUDENTS WITH VISUAL IMPAIRMENTS (TSVI) CERTIFICATION in TEXAS**

- Go online to [tea.texas.gov](http://tea.texas.gov)
- Go to TEAL Login (top of the page) ... you created an account when you set up your profile with TEA. Update your profile, especially your mailing address and email.
- Under the “Applications” tab click on “View My Educator Certification” to get to your “blue” screen
- Select “Standard Certificate Texas Program”
- Enter requested information. You will apply for a standard teaching certificate and you will type in the area(s) of certification (for example, Teacher of Students with Visual Impairments, 4-8 math/science, EC-6/Generalist, ESL, etc.)
- Make sure you choose “Stephen F. Austin State University – University Based” as the recommending entity.
- If you need fingerprinting, it will “pop up” as part of the application with specific instructions.
  - o Pay the fingerprinting charge to SBEC and select electronic fingerprints. SBEC will email you a “FAST pass.”
  - o Set up an appointment at [www.ibtfingerprint.com](http://www.ibtfingerprint.com)
  - o Take the “FAST pass” to your appointment.
- Your name will appear on Tech’s electronic list of certification applicants.
- When you have finished your courses and passed your exams (all degrees, courses and tests must be posted), the certification office will recommend that SBEC issue your certificate.
- TEA will complete the background check and then email you directions to print your certificate.
- You will receive email notifications as these steps progress.