



# Texas Educator Certification Examination Program Getting Started on September 1, 2018

## Creating a Testing Account Registering Scheduling Your Exam

# Creating Your Pearson Testing Account

Beginning September 1, 2018, Texas educator candidates will need to create a new Pearson testing account. Once your new Pearson account is created, any Texas educator examination testing history you may have since 2006 will be available in your Pearson account. This includes your prior score reports.

There are no changes to the process for creating a TEAL account.

To create a Pearson testing account, you will:

- **Specify a permanent email address to use as your username.** Do not use an email address that is temporary, such as one associated with a college or district affiliation to which you may not always have access.
- **Create a password.** Passwords are required to be between 6 and 30 characters and must contain at least one letter and one digit and cannot contain spaces or any of the characters "&=" "<" ">" "\[]" "-".
- **Create a security question and answer.** Your security question will be used to verify your identity should you need to change your password.
  - Best Language: What is your best language of communication?
  - First Language: Which language(s) did you first learn as a child?

## Account Information

All email correspondence from Pearson will be sent to the email address that you indicate. Use a **permanent email address**, not an account such as one associated with a college or district affiliation to which you may not always have access.

Before starting, you can [read more about creating a testing account and registering for an exam](#) .

**Email Address:**

**Confirm Email:**

**Password:**

Your password must be between 6 and 30 characters and must contain at least one letter and one digit and cannot contain spaces nor any of the characters "&=" "<" ">" "\[]" "-".

**Confirm Password:**

**Security Question:**

**Security Answer:**

Your answer to your security question must be between 4 and 128 characters.

- **Do you already have a TEA ID number?** If you are an EPP candidate, or a Charter School or PACT candidate who has already tested, you will need to provide your TEA ID number so that your Pearson testing account can be linked to your TEA Educator Profile.

If you are a first-time Charter School or PACT candidate, answer “No” to this question and enter your personal information as requested by the system.

## TEA ID Number

You have created an account on this website. The following additional information is required to register for an exam and access your scores.

Who is required to have a TEA ID?

**Do you have a TEA ID?**    Yes    No

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### Required Candidate Information

Please enter the following information so that your TEA Educator Profile can be accessed. Please note:

- You must enter the information exactly as it appears in your Educator Profile on the TEA website.
- If you need to update your mailing address, phone number, or email address, you must do so through your Educator Profile on the TEA website [↗](#)

**TEA ID Number:**

**First Name:**

**Last Name:**

**Date of Birth:**

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### Required Candidate Information

**!** If you are an EPP candidate, you should already have a TEA ID number. Select “Previous” and indicate that you do have a TEA ID number. For more information about accessing your TEA ID, read:

Who is required to have a TEA ID?

If you are a first-time PACT or Charter School candidate, enter your personal information below. Your name and date of birth must exactly match your ID documents in order to be admitted to the test center. Please use proper capitalization.

**First Name:**

**Middle Name:**

**Last Name:**

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### Required Candidate Information

**Testing Route:**  ▼  
[Learn more about these testing routes.](#)

**Social Security Number:**

**Confirm Social Security Number:**   
[Why is my SSN required?](#)

**Date of Birth:**

**Ethnicity:**  ▼

**Gender:**  Female  Male

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## Using Your Pearson Testing Account

Once you have created a Pearson testing account on the [Texas Educator Certification Examination Program website](#), you will be able to:

- Register for exams that you are eligible for
- Schedule your test appointments
- Reschedule existing test appointments, free of charge, up to 48 hours before your appointment time
- Update your email and password as needed
- Review your testing history
- Access your score reports, for scores reported

The screenshot shows the 'My Account' page with the following elements:

- Home / My Account**
- My Account**
- Account Information**
  - Customer Number: 000000000
  - Email: example@test99.com
  - [View Personal Information](#)
- [↑ Top of Page](#)
- Copyright © 2018 Pearson Education, Inc. or its Pearson, P.O.

The right-hand navigation menu includes:

- My Account
  - View Personal Information
  - Update Account Information
  - Change Password
  - View Practice Tests
  - Current Registrations
  - Register
  - View Order History
  - View Scores and Testing History
  - View Cart

Callouts with arrows point from the following actions to the menu items:

- Update your email and password** points to [Update Account Information](#) and [Change Password](#).
- Schedule your test appointments** points to [Current Registrations](#).
- Reschedule existing test appointments** points to [Current Registrations](#).
- Register for exams that you are eligible for** points to [Register](#).
- Review your testing history** points to [View Scores and Testing History](#).
- Access your score reports** points to [View Scores and Testing History](#).

# Registering for an Exam and Scheduling a Test Appointment

## What's New?

In the Pearson system, **registering** for an exam is separate from **scheduling** your test appointment.

- Before registering for an exam, you can [use the seat availability tool](#) (use [this link for language exams](#)) to confirm that there are available appointments at locations and on dates and times convenient for you.
- You may schedule your testing appointment when you register, or at a later time.
- You may reschedule or cancel your testing appointment, without any fees, up to 48 hours before your scheduled appointment date.
- You must schedule an appointment and test within 170 days of registering for an exam.
- If you withdraw your registration, you will be refunded your exam registration payment, minus \$25. The Texas.gov funds are not refundable.

# Registering for an Exam

To register for an exam, choose the “Register” option on the [Texas Educator Certification Examination Program website](#). If you have not yet created a Pearson testing account, please do that first. Then, once you have signed in to your Pearson testing account, you will be ready to register.

1. **Select your exam.** You will be able to select only those exams for which you are approved.

[Home](#) / [Register](#)

## Exam Selection

Select from the list of approved exams below. At a single exam appointment, you may take one exam.

If your exam is not listed below, contact your EPP to ensure you have been approved. The exams indicated below are the only exams that you are currently approved to take. If you are not enrolled with an EPP, submit a request through the [TEA Help Desk](#).

Exam	Options
<input type="text" value="Art EC-12"/>	<a href="#">Add</a>

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2. **Opt in for Alternative Testing Arrangements** if you have documented physical, learning, or cognitive disabilities and require additional arrangements *beyond* the following, which are available for all test-takers without prior approval:
- wheelchair access
  - access to visual enhancement features including color contrast and enlarged font
  - comfort aids (see the complete list on the [Pearson Comfort Aids](#) page)
  - breaks to use the restroom, take medication, use an inhaler, etc.

## Alternative Testing Arrangements

Examinees with documented physical, learning, or cognitive disabilities may be eligible for alternative testing arrangements.

 For information about policies and guidelines and about how to complete and submit the Alternative Testing Arrangements Request Form, [read more here](#).

Before indicating "Yes" below, please review [the list of comfort aids](#) that are available at all test centers without prior approval.

Do you plan to submit a request for alternative testing arrangements?

**No, I do not plan to request alternative testing arrangements.**

**Yes, I plan to request alternative testing arrangements.**

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3. **Review the period for which your registration is valid.** Tests may be scheduled at any time within the 170-day period.

4. **Answer the background questions.** These questions are required and are only used for the purpose of evaluating exam questions. They are not maintained as part of your educator certification records.
- Best Language: What is your best language of communication?
  - First Language: Which language(s) did you first learn as a child?

## Background Questions

The following questions are required and are only used for the purpose of evaluating exam questions. They are not maintained as part of your educator certification records.

### Best Language

What is your best language of communication?

#### Best Language selection

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- English
- Another Language

### First Language

Which language(s) did you first learn as a child?

#### First Language selection

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- English Only
- English And Another Language
- Another Language Only

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5. **Select score reporting options.** Your score report will be available in your Pearson testing account at 10 p.m. central time on your score report date, but you may also opt to have it sent to you via email.

## Score Reporting Options

### Scores via Email

Do you wish to have your score report sent to your email address, as a PDF attachment?

**Scores via Email selection**

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Yes  
 No

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6. **Submit your payment.** Follow the instructions to enter your payment information.

## View Cart

Description	Actions	Price
Registration	<a href="#">Remove</a>	
Art EC-12		\$116.00
<b>Texas.gov Price:</b>		<b>\$118.87*</b>

\* Secure payment for this service is provided by Texas NIC. The price of this service includes non-refundable funds that support the ongoing operations and enhancements of Texas.gov, provided by third parties in partnership with the State.

[Check Out](#)

You may now schedule your testing appointment or you may choose to complete this step at a later date. Testing appointments must occur within 170 days of registration.

# Scheduling a Test Appointment

Before registering for an exam, you can [use the seat availability tool](#) (use [this link for language exams](#)) to confirm that there are available appointments at locations and on dates and times convenient for you.

When you are ready to schedule your test appointment or if you need to change your test appointment, choose Schedule or Reschedule in your Pearson testing account.

1. **Select one or more exams to schedule.** If you have registered for two exams, you may schedule them in back-to-back appointments on the same day. After selecting the first exam, click the button to “Add another exam to take on the same day.”

If you do not select this option now, you will not be able to add a second exam later and you will not be able to take both exams back-to-back.

Selected Exams:

<b>Exam 1:</b>	TX233: TExES History 7-12 Language: English
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**Consecutive Appointments**  
You may add one or more exams to take on the same day. [Tell me more.](#)

[Add another exam to take on the same day](#)

2. **Specify your search criteria.** Enter a zip code or city that is convenient to you, and then choose a date to see what appointments are available in nearby test centers.



Home   My Order   View My Account   Sign Out

## Test Center & Appointment Search

Exam Selection: TX178: TExES Art EC-12 | Language: English

*All fields are required.*

**Find test centers near:**

e.g., "55437" or "5601 Green Valley Drive, Bloomington, MN" or "Paris, France"

**Show me appointments on this date:**

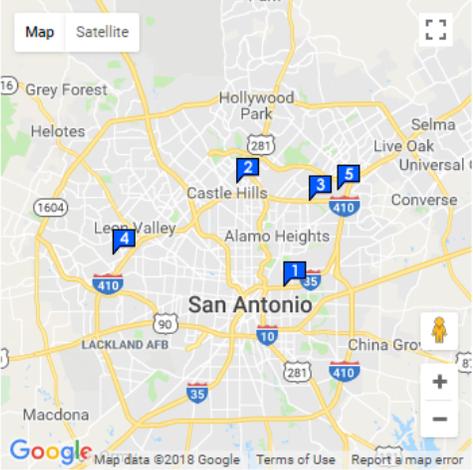
 

3. **Choose your location, date, and time.** If there is more than one appointment offered at a test center for a desired date, you can select from a list of available times.

**Available Appointments - 09/04/2018**

Available appointments are shown next to the test center below. If there are no appointments available, please change your preferred testing date or location. To schedule the appointment, click on an available **appointment time** below.

Test Center	Appointments	Distance* <a href="#">Show km</a>
<b>1 Education Service Center, Region 20</b> 1314 Hines Avenue San Antonio, Texas 78208-1899 United States <a href="#">Test Center Information</a>	08:00 AM	3.0 mi
<b>2 Business Communication Solutions</b> 2379 NE Loop 410 San Antonio, Texas 78217 United States <a href="#">Test Center Information</a>	None available	7.4 mi
<b>3 Pearson Professional Centers-San Antonio TX</b> 100 San Pedro Suite 175 San Antonio, Texas 78216 United States <a href="#">Test Center Information</a>	Select Appointment ▾ 08:00 AM    08:15 AM 08:30 AM    01:00 PM 01:15 PM    01:30 PM	7.7 mi



4. **Finalize your selection and check out.** Once you choose your desired appointment center and time, you can schedule your test and proceed to check out. There is no payment required in this step.
5. **Confirm your information and review testing policies.** Review your personal information and agree to the applicable testing policies. Once you have submitted your order, your exam will officially be scheduled.
6. **Save your confirmation.** You will receive an email confirming your appointment date, time, and test center location. You may also view this information in your Pearson testing account at any time. Admission tickets are not required at the test center; your confirmation email is for your reference.