EPP Instructions to Issue a Probationary Certificate authorized by Emergency Waivers

These instructions provide the educator preparation program (EPP) Certification Officer instructions for recommending a Probationary (PRO) certificate for a candidate who has not passed the required tests. This certification route is available due to waivers issued by Governor Abbott related to the statewide disaster declaration. Please see the waiver description and FAQ document for a summary of what candidates are eligible for certification under this waiver.

This process should only be used for candidates who have not been able to pass required exams for a Standard certificate or Probationary certificate due to testing limitations caused by COVOD 19 restrictions.

Requirements

1. The candidate must be eligible for the certificate except for passing the required exams. See certification requirements in 19 TAC Chapter 230.
2. The candidate must apply for the Probationary certificate designating a) the route in which he/she was prepared ("University-based" if Undergraduate or Post-Bac; "Alternative" if university-based ACP or non-university ACP); and b) the name of the EPP that prepared him/her.
3. The candidate must pay the application fee and must pay for and complete fingerprinting (if fingerprints were not completed at a previous time).
4. The EPP must identify the candidate as a program Finisher on the Finisher Records List in ECOS. EPPs must update the Finisher Records List for these candidates. For step by step instructions about updating the Finisher Records list, please see the Data Reporting Manual.
5. The EPP must provide relevant information for candidates recommended for these special certificates on the **Probationary Certificates Recommended under Governor Waiver** spreadsheet provided by TEA. This form will be emailed to programs prior to May 15, 2020.
6. The EPP must recommend the certificate in ECOS (instructions below).

Summary of Recommendation Process for EPPs

Step 1: Identify eligible candidates
Step 2: Sign in to ECOS
Step 3: View Probationary recommendation list
Step 4: Select an individual to recommend
Step 5: Provide Candidate Information
Step 6: Complete internship information fields
Step 7: Complete Affirmation
Step 8: Confirm Recommendation

For step by step instructions, including screenshots, please continue viewing this document.

Recommend the Certificate

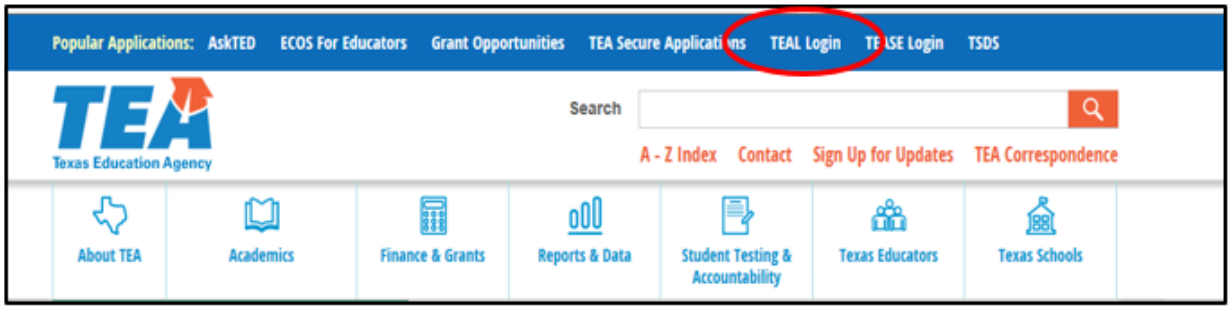
Step 1: Identify eligible candidates

A) Determine which candidates will need this Probationary certificate. Review candidate records to ensure they have completed all program requirements.
B) Provide the **Applying for Probationary Certification** document to your candidates and instruct them to submit the application and pay the application fee through the ECOS for Educators account.

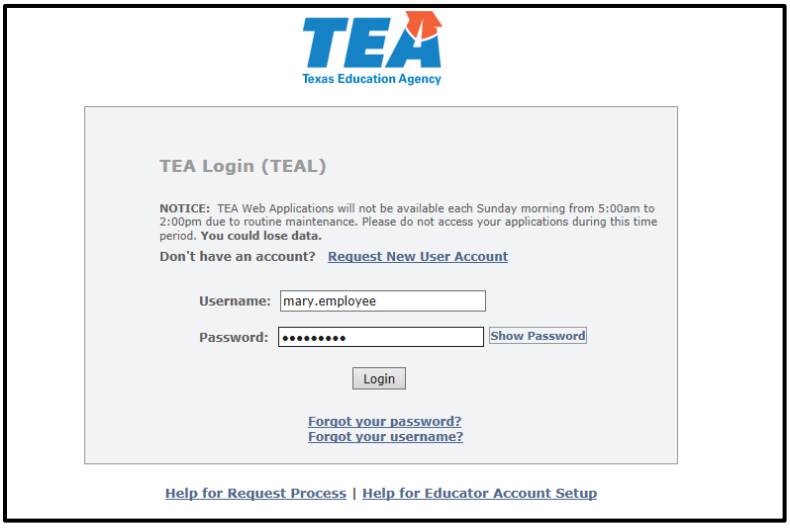
Tip: You may wish to have a process for candidates to notify your EPP once they have submitted their application.

Step 2: Sign in to ECOS

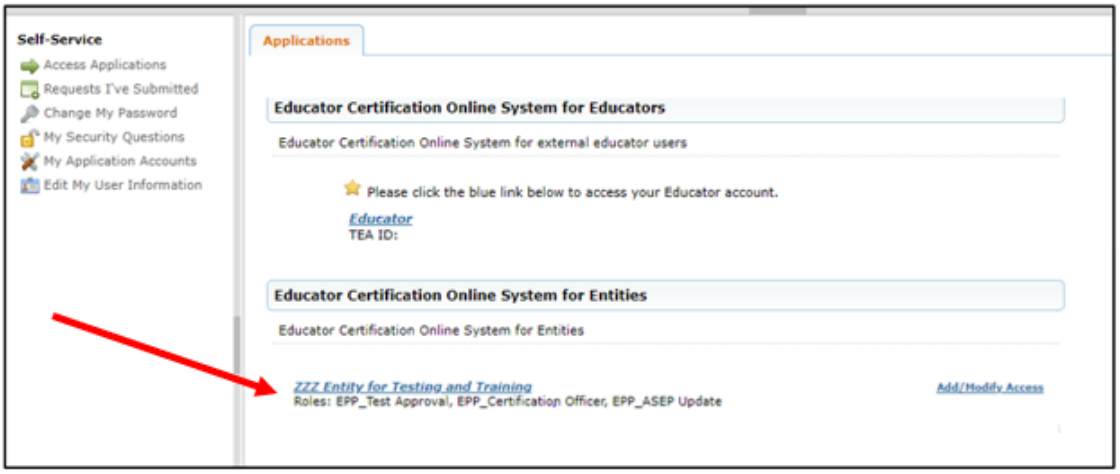
A) Sign into ECOS for Entities via the TEAL Login at the top of TEA Homepage:



B) Enter username and password to log into the TEAL Login page.

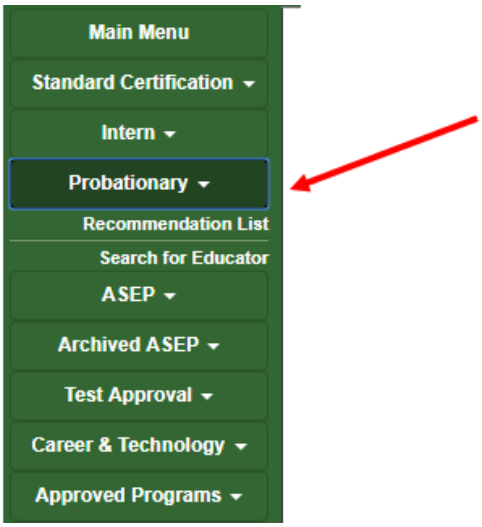


C) Access the ECOS for Entities 'green screen' by selecting the ECOS for Entities option on the TEAL landing page. Certification Officer access will be needed to complete the recommendation.



Step 3: View Probationary recommendation list

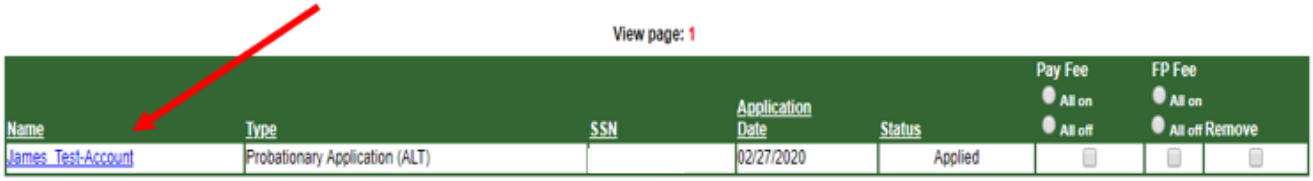
From the Main Menu at left, select the Probationary certificate "Recommendation List" using the drop-down arrow (or use "Search for Educator" to find one specific person to recommend).



Tip: Even if your program has not issued probationary certificates in the past, this option should be available in ECOS.

Step 4: Select an individual to recommend

From the list of pending applications, select the individual whose certificate you want to recommend. Candidate names will only appear here after they have submitted an application.

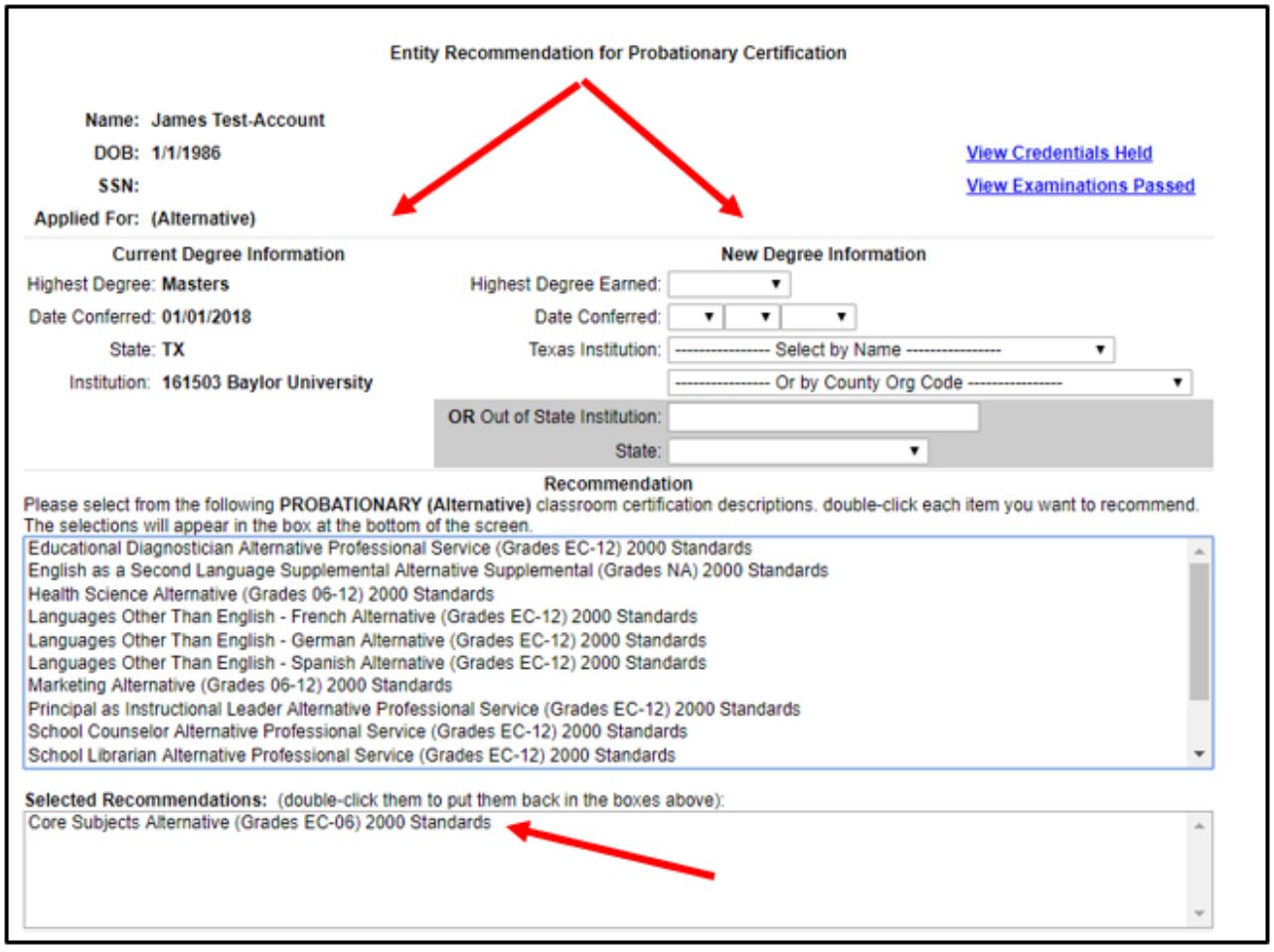


Step 5: Provide Candidate Information

A) Confirm the Current Degree Information on the left. Enter New Degree Information if the highest degree information is not listed.

B) In the first box below the degree information, double click on the certificate(s) to be recommended. Each certificate to be recommended for this candidate will appear in the second box below. If you make a mistake and select the wrong certificate, just double click on the incorrect certificate in the second box and it will pop back up into the first box.

Tip: Only recommend the certificate for the subject area and grade level in which the candidate was prepared by the EPP. Do not recommend any other certificates.	**Tip: Look carefully at the certificate descriptions. Be sure to select the certificate for the route (University Based, Post-Bac, Alternative) that the candidate completed.**



Step 6: Complete internship information fields

Since this certificate is being provided for candidates who have already successfully completed an internship or clinical teaching, they will not be completing an internship associated with this probationary certificate. However, ECOS requires some fields to be completed.

A) Select the Internship Assignment. Use the drop-down to select by District Code and choose "000005 (TEA Cohort 2020)". **Note: All probationary certificates recommended under the waiver must have the Internship Assignment identified as "000005 (TEA Cohort 2020)". Do not use this Internship Assignment option for any other certificate recommendations.**

B) Select the Internship Begin Date as the date of the Recommendation. Begin dates will fall within the range of 5/15/2020 – 6/15/2020.

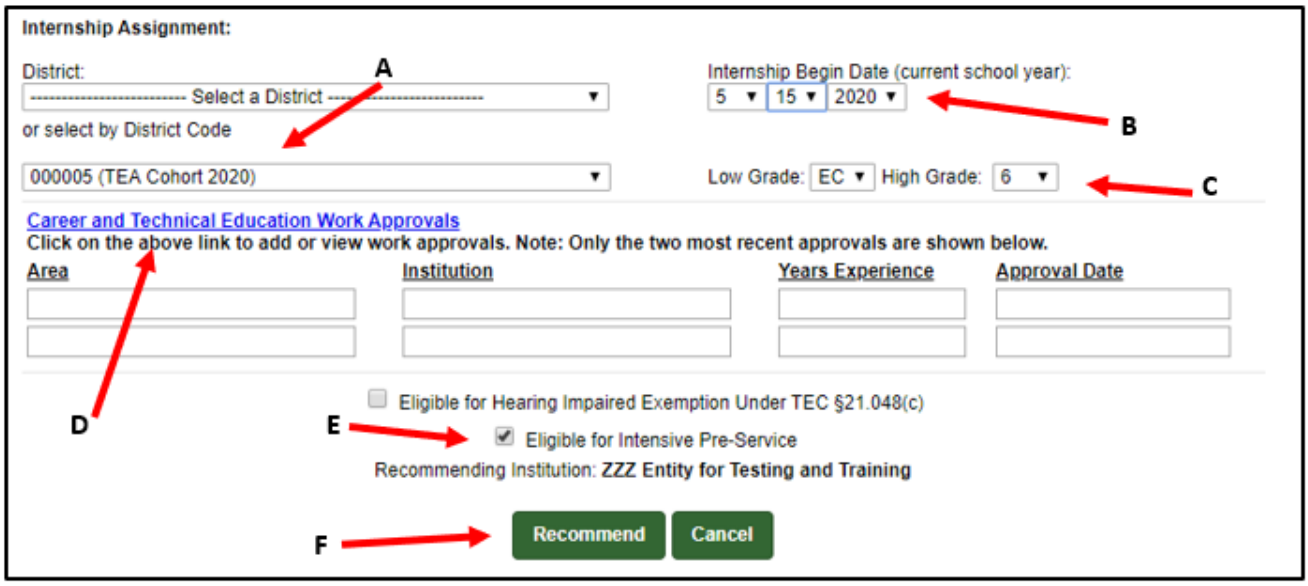
C) Select the Low Grade as the lowest grade in the grade band of the certificate being recommended. Select the High Grade as the highest grade in the grade band of the certificate being recommended.

Example: Science 7-12	Low Grade = 7	High Grade = 12
Example: Core Subjects EC-6	Low Grade = EC	High Grade = 6

D) If the candidate is seeking certification in an area that requires licensure and work experience, complete the Career and Technical Education Work Approvals area using information from the candidate's Statement of Qualifications (SOQ).

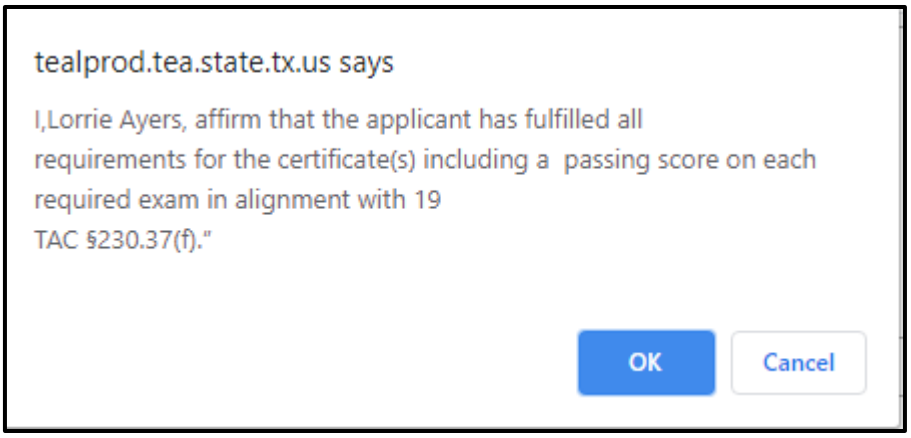
E) Check the box "Eligible for Intensive Pre-Service". **Checking this box is what allows the certificate to issue without the required tests passed. This option will only be available for certificate issuance from 5/15/2020 – 6/15/2020.**

F) Click "Recommend"



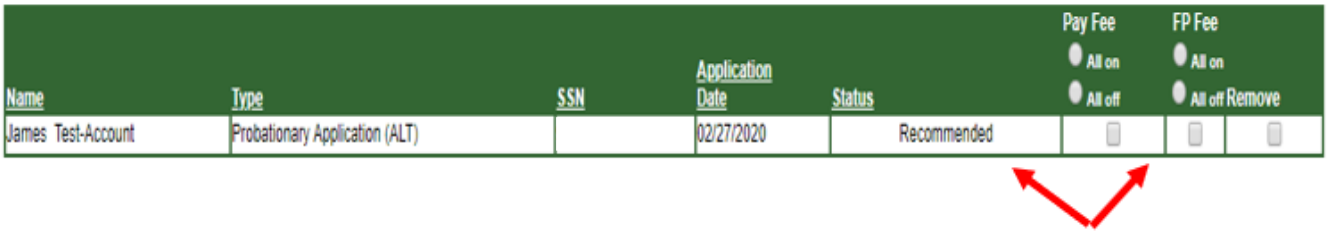
Step 7: Complete Affirmation

When the affirmation pops up, Select OK. **Note: The waiver issued by the Governor waives the testing requirement for the issuance of a Probationary certificate listed in 19 TAC §237.37.**



Step 8: Confirm Recommendation

Check to make sure the certificate issued. Recommended certificates should issue immediately with a status of "Certified" if fees are paid and if fingerprints are complete. If one of those pieces is missing, the recommendation will show as "Recommended." Note: The virtual certificate accessed via Certificate Lookup does not update immediately. It could take up to an hour before the certificate shows on the Virtual Certificate.



Email Information

The candidate will receive the following automatically generated emails:

- Notification that the application is submitted successfully
- Information about fingerprinting
- Notification that the certificate has been recommended by the EPP
- Notification that the certificate has issued.

An EPP may opt to receive a copy of emails sent to their candidates. If you wish, you may enable this optional feature by completing the following steps:

1. Select User Profile from the options on the Main Menu at left.
2. In the pop-up box, complete the phone number (required) and check the “Send Copy of all System Sent Emails to me” box.
3. Click Save.

Additional Notes

- The PRO certificate will be valid for one calendar year.
- The EPP may recommend the certificate ONLY in the certificate area(s) in which the candidate was prepared by the EPP.
- The certificate will qualify teachers to serve as a classroom teacher in an assignment as identified in the Teacher Assignment Chart. For non-teacher education professionals, the certificate will qualify the candidate for a position in the certified role.
- The holder of the PRO certificate must meet requirements in 19 TAC Chapter 153, Subchapter CC (regarding Creditable Years of Service) to qualify for a year of service.
- Field supervision by the EPP is not required if the holder of the PRO certificate has completed requirements with the EPP and was designated as a Finisher on the Finisher Records List in ECOS prior to issuance of the PRO. The EPP will not be required to upload observations in ECOS for that individual.
- Candidates who have met the requirements for a normal probationary certificate – not issued under the Governor's waiver – are required to complete the necessary testing requirements. EPPs are required to provide internship support, including field supervision, for these candidates.

The PRO certificate issued under the Governor's waiver are valid for one year and will not be renewed. Candidates who have not completed testing requirements for certification will not qualify for an additional PRO certificate. EPPs must work with candidates to provide necessary test recommendations.