Online Application Instructions For Teacher Certification Program

UTSA undergraduate students are permitted to apply online for the Teacher Certification Program.

This online application is only for students who are seeking certification while completing their bachelor’s degree. Candidates who already have a bachelor’s degree must apply via paper application at this time. Please visit this site for further information: http://coehd.utsa.edu/Students/Certification/U_C_P.htm

Please be sure to have working speakers attached to your computer as you will be tested on the PowerPoint slides as well what the narrator says.

STEP 1: Go to UTSA’s homepage: www.utsa.edu

STEP 2: Log on to Banner ASAP

STEP 3: Click on “Student Services and Financial Aid”

STEP 4: Click on “Student Records”

STEP 5: Click on “Teacher Certification Application (undergraduates only)”

STEP 6: View the tutorial covering certification area

STEP 7: Once you have completed tutorial go back to ASAP

STEP 8: Complete short quiz

STEP 9: Once you have passed quiz, follow each screen to complete your application

STEP 10 & Final Step: Print out your confirmation screen.

This screen should say “Thank you for submitting your application. You will be notified by a COEHD Advising Center certification advisor in the near future to let you know the status of your application. A confirmation receipt of your application has been sent to your lonestar email address.”

Disclaimer: Processing of online applications can take 2-3 weeks. Please be sure to check your lonestar email account for updates regarding your application.

Questions should be directed to Kimberly Perez at kimberly.perez1@utsa.edu