All students seeking certification through UTSA are required to have “approval to test” before they may register for their certification exam(s).

*Students must submit an Eligibility Form to the TExES Office, MB 0.500 or fax to 458-5794, before they will be approved to take an exam in the SBEC system.

**TEA ID Number:** Students will create an Educator Profile with SBEC for a TEA ID Number or make corrections to an existing profile by going to: www.sbec.state.tx.us

1) To login, click on “SBEC Online for Educators” at the top of the page

2) Students who need to create an Educator Profile, click on “New User, Create a New Account”

3) Provide all information requested and print a copy for your records. Write down your TEA ID Number.

**Exam Approval Status:**

1) To check exam approval status, go to: www.sbec.state.tx.us and click on “SBEC Online for Educators”. Login and click on “View Examinations”

2) “Approval to test” will only be granted to students that have successfully completed UTSA eligibility requirements prior to submitting the Eligibility Form. Only “program completers” may register for more than one exam per test date.

3) Allow 3 business days for approval to be entered in the SBEC system.

**UTSA WILL NOT NOTIFY STUDENTS WHEN THEY HAVE BEEN APPROVED**

**State Exam Registration:** Register for all paper-based tests (PBT) and computer administered tests (CAT) online with ETS: www.texes.ets.org

Registration by mail is available for PBT only, check directions on the ETS website.

1) Students must always submit an Eligibility Form to the TExES Coordinator to request “approval to test” for a state exam.

2) Once approved, follow the “Quick Start” directions for setting up an ETS account or registering for an exam. It is helpful to print the directions.

3) Use the same TEA Test ID Number each time you register for a state exam.

4) It is recommended that students register for exams early in order to reserve a seat in a preferred location. Print a copy of your Admission Ticket.

Go to the TExES website to find answers to your questions~
http://coehd.utsa.edu/Students/TExAS/Home_TExES.htm

ETS contact for students with questions~ 1-866-902-5922