

How to Apply for Test Approval

NOTE: if your department requires you to upload proof of a practice exam, or some other type of documentation:

- First, save your documentation as a PDF or JPG to your Desktop (Tips: read [How to Download, Open, and Save e-mail attachments.](#))
- Your “documentation” may be one of the following:
 - A **Screenshot** of an email confirmation; or
 - A **Certificate** of completion for an exercise, class, or practice exam; or
 - A **PDF Letter** from a university or district representative
- Then proceed with the following steps.

Using your netID and password, log into [ePortfolio](#):

https://login.its.txstate.edu/login?service=https://eportfolio.txstate.edu/campusstoolshighered/portallogin_body.do

IMPORTANT: You will need to know your TEA ID# ahead of time.

If you cannot recall your TEA ID#, go to the [TEA Helpdesk](#) (<https://helpdesk.tea.texas.gov/hc/en-us>) and Submit a Request to retrieve your TEA ID#.

It may take several days, but when you have your TEA ID#, return to this application to complete the steps.

Texas State Authenticated Access

Login to eportfolio.txstate.edu

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

NetID:	<input type="text"/>
Password:	<input type="password"/>
<input type="checkbox"/> I am at a public workstation.	
<input type="button" value="Login"/>	

[Activate your NetID](#) [Forgot Password](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

This is your Home page.

On the left hand, click **“Applications.”**

- HOME >
- APPLICATIONS >**
- ARTIFACTS >
- COURSES >
- FIELD EXPERIENCE >
- PORTFOLIOS >

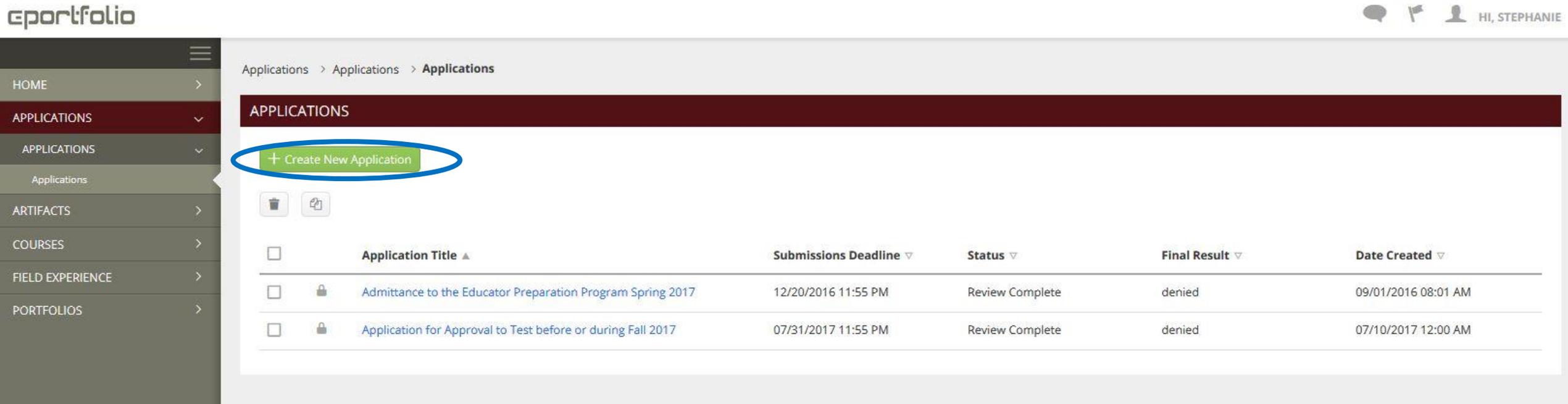
PENDING TASKS

Name	Type	From	Due Date
There is no data to display.			

RECENT MESSAGES

Name	From	Received
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Click the Green Button:
“+ Create New Application”



Applications > Applications > Applications

APPLICATIONS

[+ Create New Application](#)

<input type="checkbox"/>	Application Title ▲	Submissions Deadline ▼	Status ▼	Final Result ▼	Date Created ▼
<input type="checkbox"/>	 Admittance to the Educator Preparation Program Spring 2017	12/20/2016 11:55 PM	Review Complete	denied	09/01/2016 08:01 AM
<input type="checkbox"/>	 Application for Approval to Test before or during Fall 2017	07/31/2017 11:55 PM	Review Complete	denied	07/10/2017 12:00 AM

From the Drop Down, select
**“Application for Approval to Test
before or during <semester will vary>”**

Then click the Green button, **“Next”**

eportfolio

HI, STEPHANIE

Applications > Applications > Applications > Create New Application

CREATE NEW APPLICATION

Choose the application type that you would like to create and submit:

Application for Approval to Test before or during Fall 2018

Prev Next Cancel

Fill in an **alternative email**. Your test approval email will go to your BobcatMail, but we like to have an alternative email on hand because students may continue to attempt exams even after they graduate.

Then enter your **TEA ID#**. If you cannot recall your TEA ID#, exit this application, go to the TEA Helpdesk, and Submit a Request to retrieve your TEA ID#. When you have your TEA ID#, return to this application (or start a new one if you have to), and complete the steps.

- HOME >
- APPLICATIONS >
- APPLICATIONS >
- Applications
- ARTIFACTS >
- COURSES >
- FIELD EXPERIENCE >
- PORTFOLIOS >

Applications > Applications > Applications > Create New Application

CREATE NEW APPLICATION

Choose the application type that you would like to create and submit:

Application for Approval to Test before or during Fall 2018

APPLICATION FOR APPROVAL TO TEST BEFORE OR DURING FALL 2018

PERSONAL INFORMATION

Applicant Name Stephanie Long

Texas State ID

Texas State Email sil10

Permanent Email (other than Texas State email)

TEA ID Number*



If your department requires documentation of any sort, upload it here. Otherwise, just click the submit button to submit the application for review.

If you need to upload documentation, click on the green button
“+ Select File(s)”

Permanent Email (other than Texas State email)

steph.tong@email.com

TEA ID Number*

12345678

PRACTICE EXAMS - OPTIONAL

IF YOUR DEPARTMENT REQUIRES A PRACTICE EXAM, UPLOAD PROOF OF SUCCESSFUL COMPLETION FROM YOUR DEPARTMENT HERE.

Upload Proof of Practice Exam

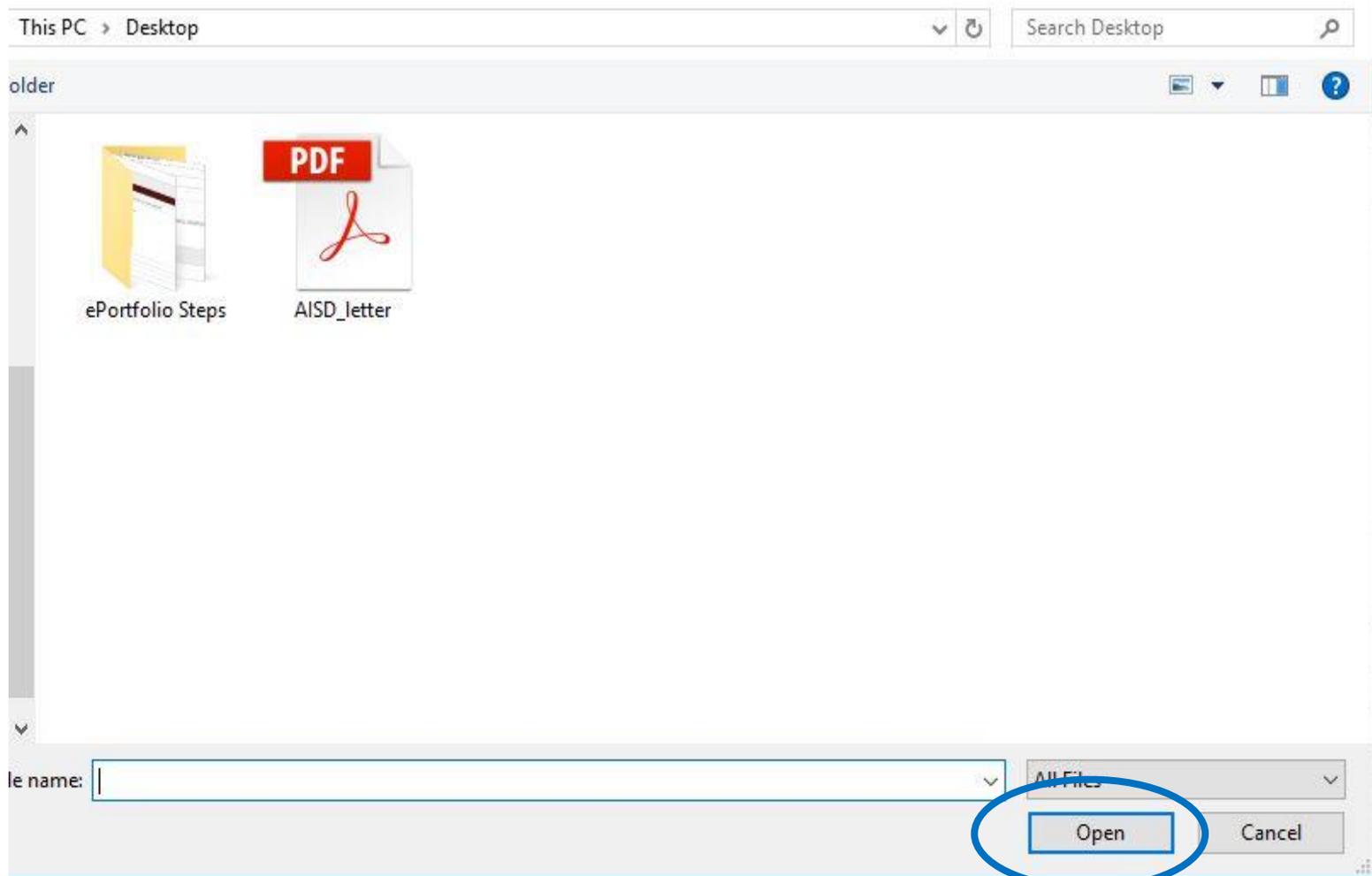
+ Select File(s)

Drag and drop files here

Navigate to the file.

Select it.

Click **“Open.”**



MENT REQUIRES A PRACTICE EXAM, UPLOAD PROOF OF SUCCESSFUL COMPLETION FROM YOUR DEPARTMENT HERE.

actice Exam

+ Select File(s)

Drag and drop files h

Check to ensure your file name shows up.

Click the green button, **“Submit.”**

PRACTICE EXAMS - OPTIONAL

IF YOUR DEPARTMENT REQUIRES A PRACTICE EXAM, UPLOAD PROOF OF SUCCESSFUL COMPLETION FROM YOUR DEPARTMENT HERE.

Upload Proof of Practice Exam

+ Select File(s)

AISD_letter.pdf (27.57 kb)

Drag and drop files here

Prev

Next

Submit

Save

Close

A dialog box will appear.

Click “OK”

CREATE NEW APPLICATION

Choose the application type that you would like to create and submit: Application for Approval to Test before or during Fall 2018

APPLICATION FOR APPROVAL TO TEST BEFORE OR DURING FALL 2018

PERSONAL INFORMATION

Applicant Name

Texas State ID

Texas State Email

Permanent Email (other than Texas State email)

TEA ID Number*

PRACTICE EXAMS - OPTIONAL

IF YOUR DEPARTMENT REQUIRES A PRACTICE EXAM, UPLOAD PROOF OF SUCCESSFUL COMPLETION FROM YOUR DEPARTMENT HERE.

Upload Proof of Practice Exam

Drag and drop files here

By clicking OK, you are indicating that this application is ready for review.

Prev Next

A confirmation that your application was submitted will be sent to your BOBCATMAIL.

This email will say it is from Tk20 because it is a system-generated email.

This is how you will know your application was submitted to the Office of Educator Preparation successfully!

Delete Respond Quick Steps Move



Thu 9/6/2018 2:34 PM

noreply@tk20.com

You have submitted Application for Approval to Test before or during Fall 2018.

Long, Stephanie I

You have successfully submitted Application for Approval to Test before or during Fall 2018 on 09/06/2018 02:33:50 PM.
This automatic notification message was sent by **Tk20**.

Your application will take up to 10 business days to process.
You can log back into ePortfolio to check the status of your application(s).
Click on the **application title in blue hyperlink text.**

APPLICATIONS

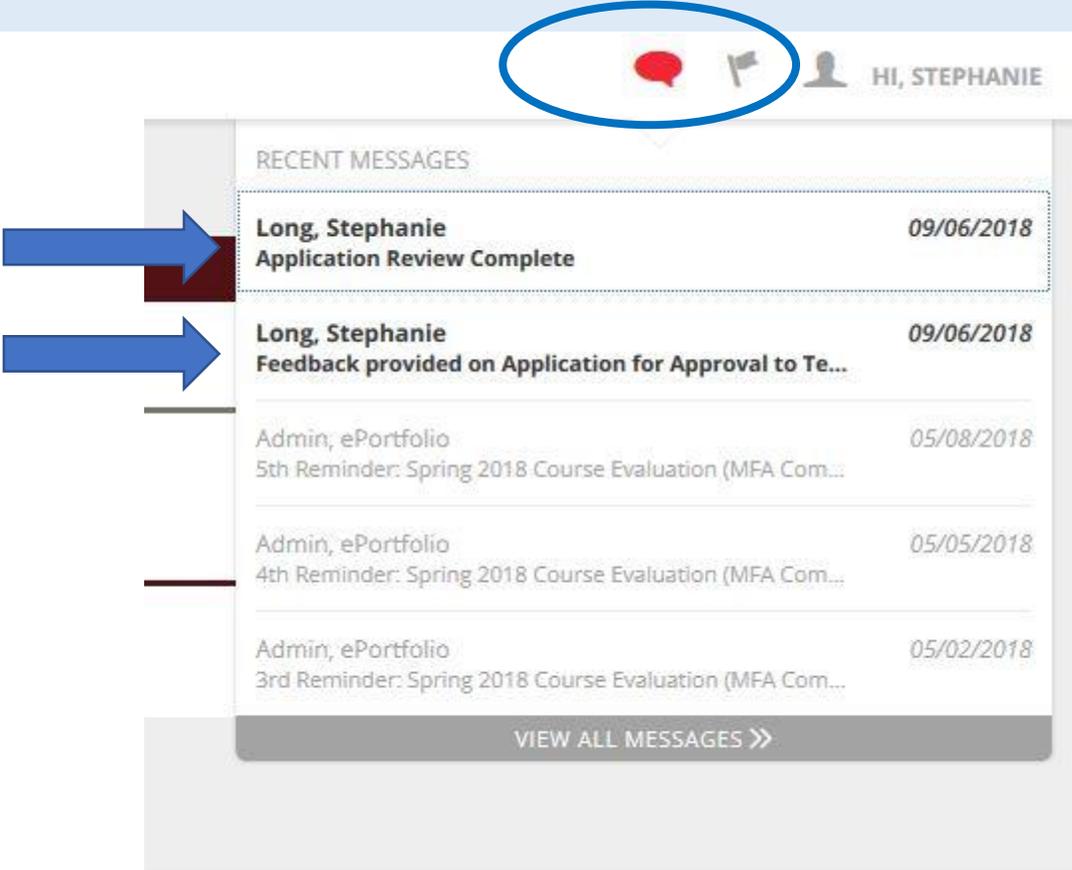
+ Create New Application



<input type="checkbox"/>	Application Title ▲	Submissions Deadline ▼	Status ▼	Final Result ▼	Date Created ▼
<input type="checkbox"/>	Admittance to the Educator Preparation Program Spring 2017	12/20/2016 11:55 PM	Review Complete	denied	09/01/2016 08:01 AM
<input type="checkbox"/>	Application for Approval to Test before or during Fall 2017	07/31/2017 11:55 PM	Review Complete	denied	07/10/2017 12:00 AM
<input type="checkbox"/>	Application for Approval to Test before or during Fall 2018	09/30/2018 11:00 PM	Review in Progress		09/06/2018 02:29 PM

You can also view messages in the upper right hand corner.

Click on the **red talking bubble** to view any actions that have been made.



The screenshot shows a user interface with a notification bubble in the top right corner, circled in blue. The bubble contains a red talking bubble icon and a flag icon. Below the bubble is a list of messages under the heading "RECENT MESSAGES". The messages are:

- Long, Stephanie Application Review Complete 09/06/2018
- Long, Stephanie Feedback provided on Application for Approval to Te... 09/06/2018
- Admin, ePortfolio 5th Reminder: Spring 2018 Course Evaluation (MFA Com... 05/08/2018
- Admin, ePortfolio 4th Reminder: Spring 2018 Course Evaluation (MFA Com... 05/05/2018
- Admin, ePortfolio 3rd Reminder: Spring 2018 Course Evaluation (MFA Com... 05/02/2018

At the bottom of the message list is a button labeled "VIEW ALL MESSAGES >>".

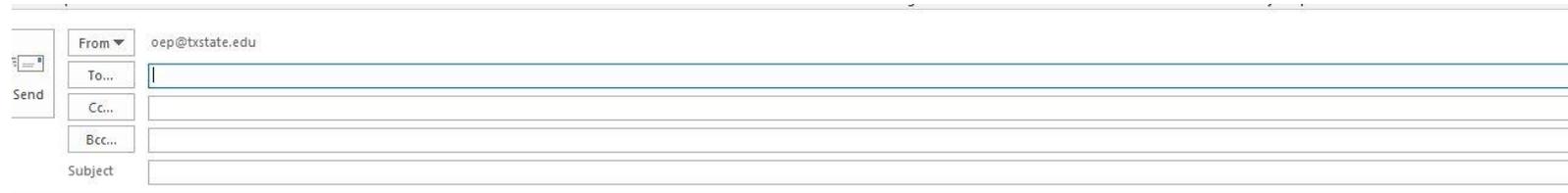
Click on the **Review tab** to view your status.

When your application is “accepted,” a “Test Approval” email will be sent to your BOBCATMAIL with detailed instructions.

The screenshot shows the 'eportfolio' interface. On the left is a navigation sidebar with options: HOME, APPLICATIONS (expanded), ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The main content area has a breadcrumb trail: Applications > Applications > Applications > Application for Approval to Test be... Below this is a dark red header bar with the text 'APPLICATION FOR APPROVAL TO TEST BEFORE OR DURING FALL 2018'. Underneath, there's a sub-header 'Application for Approval to Test before or during Fall 2018' followed by three buttons: 'Review' (circled in blue), 'Extensions', and 'Feedback'. Below the buttons, the text 'Final Result:' is followed by a blue arrow pointing to the word 'accepted'. A 'Close' button is located in the bottom right corner of the main content area.

Check your BOBCATMAIL for detailed instructions.

Then follow the instructions in the email to register for your exams.

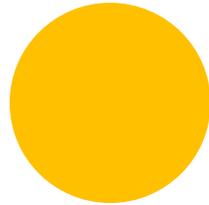
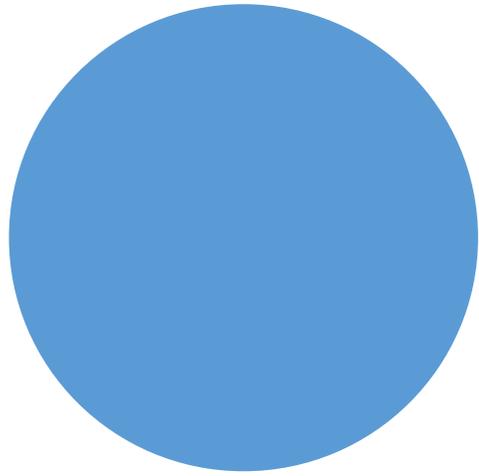


Thank you for submitting an Application for Approval to Test. You are now approved to take the _____ TExES exam(s)!

Please note you will need to submit another application for test approval and upload approval from the _____ department confirming your eligibility to take the _____ content exam.

Next Steps

- 1) **Register:** Visit Pearson's [Texas Educator Certification Examination Program website \(http://www.tx.nesinc.com/\)](http://www.tx.nesinc.com/) to register for your exams. First, you must create a Pearson testing account and your TEA ID number.
- 2) **Prepare:** The Texas Education Agency (TEA) only allows 5 attempts of each exam, so it is important to [Study for Your Exams](#). We recommend you use [Pearson resources](#) and [Certify Teacher](#). **To activate your Texas State account,**
 - a. Go to <http://www.certifyteacher.com>
 - b. Select the study guide you wish to purchase – make sure to select the online version option
 - c. Click **Login** under the **Apply Promo Code** option in the **My Shopping Cart** page
 - d. Click Sign In under “**I Don’t Have an Account Yet**” to create your account – make sure to **use your BobcatMail email address** when creating the account because the promo code is only valid for BobcatMail addresses.
 - e. Enter the Promo Code **TXST4728** when prompted. The price will drop to the discount price after entering the promo code
 - f. Complete the purchase transaction by providing your credit card information. You will be able to access your online readiness review solution seconds after the purchase transaction is complete.
- 3) **Retake a failed exam:** If you receive a failing score on your exam, **immediately** submit the [Retake Request Form](#). Although TEA requires you wait 45 days to retake the exam, you can submit a request to retake the exam sooner.
- 4) **Apply for Certification:** When you have (a) passed the [required exams](#), (b) earned a bachelor’s degree from Texas State or an accredited institution, and (c) earned credit for Student Teaching, you are eligible to apply for certification.



CONTACT

For Test Application issues:
ePortfolio@txstate.edu

For explanation of testing
procedures:

oepep@txstate.edu