

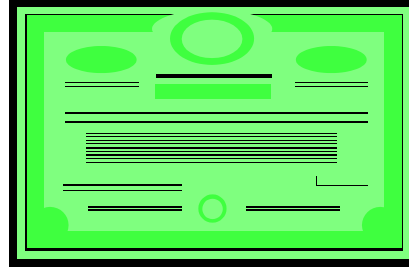
# Application for Educational Aide Certificate

## Fort Worth ISD Certification Office

100 North University Drive \* Suite NW 130E \* Fort Worth, Texas 76107

### To receive an Educational Aide Certificate, you must:

- Hold a high school diploma or GED equivalent
- Meet the minimum requirements for the aide level certificate
- Have the recommendation of Ft. Worth ISD



Apply Online at  
[www.tea.state.tx.us](http://www.tea.state.tx.us)

### To apply for your Educational Aide Certificate online, you must:

1. Go to the TEA Online System at [www.tea.state.tx.us](http://www.tea.state.tx.us)
2. On the left side of the menu, **SELECT** "Educator Login"
3. **SELECT** the button that says "New User? Create New Account" and follow the instructions to create a username and password
4. Log into the system and **SELECT** "Applications" from the menu on the left side of the screen
5. **SELECT** "Educational Aide Certificate" and complete the application
6. Pay a \$32 application fee on the TEA website with a check or credit card
7. Pass a criminal background check with TEA
8. Pay a \$42.25 fingerprint fee on the TEA website with a check or credit card
9. You will receive an email from TEA with information on how to complete the fingerprint process.
10. Schedule an appointment to get fingerprinted by calling L1 Solutions at 1-888-467-2080
11. Pay a \$9.95 fingerprint service fee to L-1 Solutions

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Any discrepancies or questions about the online process or use of the online system should be directed to the TEA Information and Support Center at 512-936-8400.

**Please notify the Certification Office once you have completed all steps in this process.**