

RENEWAL OF STANDARD CERTIFICATE



Fort Worth
INDEPENDENT SCHOOL DISTRICT

How to Renew Your Certificate

1. Go to the TEA website at www.tea.state.tx.us
 2. On the left side of the menu, **SELECT** “Educator Login”
 - If you have already registered, log in with your username and password
 - If not, create a new user
 3. On the left side of the page click on “Applications”
 4. Then click on “Renew a Standard Certificate” for teachers or “Renew a Standard Aide Certificate” for educational aides
 5. You will check a box attesting to having completed the required CPE hours
 - TEA is not requiring that educators submit written evidence of completion of CPE hours, but rather keep that information available in a personal file in the event that they are ever audited
 6. Pay a certificate renewal fee
 - \$20 for educators
 - \$10 for educational aides
 - Additional fees are charged for expired certificates or inactive certificates
- Certificates can be renewed up to 6 months prior to the expiration date
 - Please notify the Certification Office when your renewal has been updated
 - Any questions about the online application or use of the online system should be directed to TEA at 512-936-8400

Fort Worth ISD Certification Office

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

Luis Ortiz
Certification Analyst
Phone: 817.814.2776
luis.ortiz7@fwisd.org

Debbie Bell
Certification Analyst
Phone: 817.814.2772
debra.bell@fwisd.org

Corie Griffin
Coordinator, Certification & NCLB Compliance
Phone: 817.814.2774
corie.griffin@fwisd.org