

# **ESL TExES Certification Steps and Reimbursement Process**

## **Certification Exam**

After completing the TExES ESL Review, teachers will take the TExES ESL Test (Supplemental #154). To register for the test, go through the following link:

<https://home.pearsonvue.com/tea> or 800-205-2626. TEA is not the testing company. Be sure the name on your certificate matches the photo I.D. you will show at the testing site. Email TEA to complete a name change if needed.

## **Certification by Examination Steps**

1. Take and pass the test.
2. When your scores appear in your TEA online account and shows that you have passed, [login](#) to your ECOS account and select Applications. Please note that ECOS will now be TEAL, you will have to create a new account with them if you haven't already.
3. After clicking on Applications, go to the option that says Additional Certification by Examination and go through the online application process. If you need additional information, please go to the following TEA link:  
<http://tea.texas.gov/interiorpage.aspx?id=25769812518>.
4. The new certificate area will be added to your existing certificate pending a clean background check.

## **Testing Reimbursement Steps**

1. Once the ESL certification appears on your certificate, print and complete the *Bilingual Allotment- Testing Reimbursement Form* located at <https://www.lcisd.org/careers/portals/teacher> along with a copy of the certificate and submit the form to Human Resources.
2. LCISD will only reimburse the cost of the test, \$116. If you need additional assistance regarding information about certifications, please reach out to the Human Resources department at 832-223-0300.

**For the 2023-2024 school year – the final date for the ESL test fee reimbursement is 08/15/2024.**