



The state online instructional materials ordering system, EMAT, will close for annual maintenance on March 31, 2023, and is scheduled to reopen on May 15, 2023. Completion of the TEKS Certification Process is required to regain access to allotment funds when EMAT reopens in May 2023.

TEKS Certification 2023 24 Survey submissions received after May 15, 2023, will typically be processed within five business days, and access to EMAT will follow.

## Instructions to Complete the TEKS Certification Process for 2023-24

- 1. Review the TEKS Certification 2023-24 Form: Print the fillable TEKS Certification 2023 24 Form found on the Instructional Materials website.
- 2. Gather information: The form may require consultation with content area leads or other LEA staff
- 3. Complete TEKS Certification 2023-24 Form: Complete the TEKS Certification 2023 24 Form by hand or digitally.
- 4. Obtain needed signatures: Ratify the TEKS Certification 2023-24 Form trustees or governing body in an upcoming, open board meeting.
- 5. Submit TEKS Certification 2023-24 Survey: Complete the online TEKS Certification 2023 24 Survey by answering the questions. Inside the survey you will upload the signed Allotment and TEKS Certification 2023 24 Form from Step 4. The survey will be open for submissions beginning Monday, March 20, 2023, and will be located on the Instructional Materials website.

## Additional Supports

• The Texas Education Agency (TEA) will be hosting a webinar to review the TEKS Certification