

EPP Instructions to Issue a Probationary Certificate authorized by Emergency Waivers

These instructions provide the educator preparation program (EPP) Certification Officer instructions for recommending a Probationary (PRO) certificate to a candidate who has not passed the required tests

Recommend the Certificate

Step 1 Identify eligible candidates

- A) Determine [which candidates will need this Probationary certificate](#) Review candidate records to ensure they have completed all program requirements.
- B) Provide the [Applying for Probationary Certificate](#) document to your candidates and instruct them to submit the application and pay the application fee through the ECOS for Educators account.

Step 2 Sign in to [ECOS](#)

- A) Sign

Step 5 Provide Candidate Information

- A) Confirm the Current Degree Information on the left. Enter New Degree Information if the highest degree information is not listed.
- B) In the first box below the degree information, double click on the certificate(s) to be recommended. Each certificate to be recommended for this candidate will appear in the second

Step 6 Complete internship information fields

Since this certificate is being provided for candidates who have already successfully completed an internship or clinical teaching, they will not be completing an internship associated with this probationary certificate. However, ECOS requires some fields to be completed.

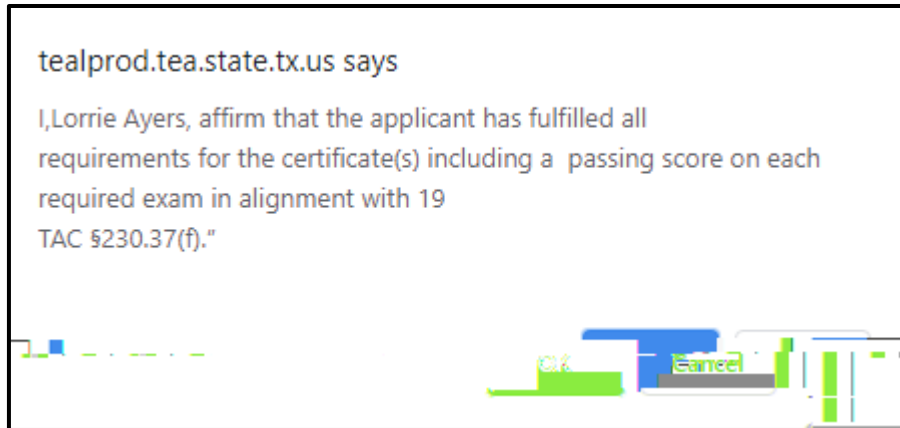
- A) Select the Internship Assignment. Use the dropdown to select by District Code and choose "000005 (TEA Cohort 2020)". Note: Probationary certificates recommended under the waiver must have the Internship Assignment identified as "000005 (TEA Cohort 2020)". Do not use this Internship Assignment option of any other certificate recommendations.
- B) Select the Internship Begin Date as the date of the Recommendation
- C) Select the Low Grade as the lowest grade in the grade band of the certificate recommended. Select the High Grade as the highest grade in the grade band of the certificate being recommended.

Example: Science 12 Low Grade = 7 High Grade = 12
Example: Core Subjects-EC Low Grade = EC High Grade = 6

- D) If the candidate is see

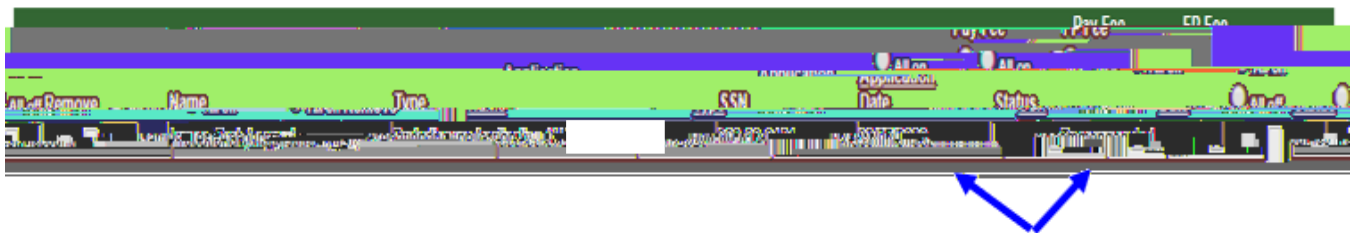
Step 7 Complete Affirmation

When the affirmation pops up, Select OK Note: The waiver issued by the Governor waives the testing requirement for the issuance of a Probationary certificate listed in 19 TAC §237.37.



Step 8 Confirm Recommendation

Check to make sure the certificate issued. Recommended certificates should issue immediately with a status of "Certified" if fees are paid and if fingerprints are complete. If one of those pieces is missing, the recommendation will show as "Recommended". Note: The virtual certificate accessed via Certificate Lookup does not update immediately. It could take up to an hour before the certificate shows on the Virtual Certificate.



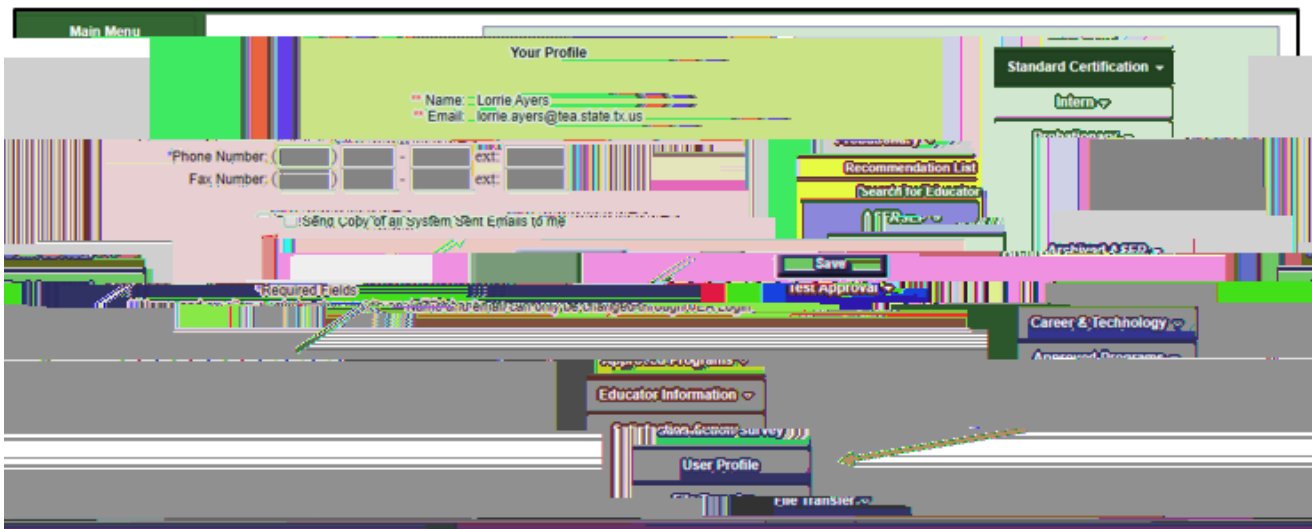
Email Information

The candidate will receive the following automatically generated emails

- Notification that the application is submitted successfully
- Information about fingerprinting
- Notification that the certificate has been recommended by the EPP
- Notification that the certificate has issued

An EPP may opt to receive a copy of emails sent to candidates. If you wish, you may enable this optional feature by completing the following steps:

1. Select User Profile from the options on the Main Menu at left.
2. In the pop-up box, complete the phone number (required) and check the "Send Copy of all System Sent Emails to me" box.
3. Click Save.



Additional Notes

- The PRO certificate will be valid for one calendar year.
- The EPP may recommend the certificate ONLY in the certificate area(s) in which the candidate was prepared by the EPP.
- The certificate will qualify teachers to serve as a classroom teacher in an assignment as identified in the [Teacher Assignment Chart](#). For nonteacher education professionals, the certificate will qualify the candidate for a position in the certified role.
- The holder of the PRO certificate must meet requirements in [SITAC Chapter 35 Subchapter CC](#) (regarding Creditable Years of Service) to qualify for a year of service.
- Field supervision by the EPP is not required if the holder of the PRO certificate has completed requirements with the EPP and was designated as a Finisher on the Finisher Record in ECOS prior to issuance of the PRO. The EPP will not be required to upload observations in ECOS for that individual.
- Candidates who have met the requirements for a normal probationary certificate issued under the Governor's waiver are required to complete the necessary testing requirements. EPPs are required to provide internship support, including field supervision, for these candidates.

The PRO certificate issued under the Governor's waiver are valid for one year and will not be renewed. Candidates who have not completed testing requirements for certification will not qualify for an additional PRO certificate. EPPs must work with candidates to provide necessary test recommendations.