



Texas Educator Certification Examination Program Getting Started

Creating a Testing Account
Registering
Scheduling Your Exam

Creating Your Pearson Testing Account

Texas educator candidates using the Pearson website for the first time to register and schedule to test will need to create a Pearson testing account. Once your new Pearson account is created, any Texas educator examination testing history you may have since 2006 will be available in your Pearson account. This includes your prior score reports.

To create a Pearson testing account, you will:

- Specify a permanent email address to use as your username. Do not use an email address that is temporary, such as one associated with a college or district affiliation to which you may not always have access.
- Create a password. Passwords are required to be between 12 and 30 characters and must contain at least one upper case letter, one lower case letter, and one digit and be sufficiently complex. Spaces and the following special characters are not allowed"&=""<>\[]-".
- Create a security question and answer. Your security question will be used to verify your identity should you need to change your password.

Account Information

Please provide the following information to create your account.

All email correspondence from Pearson will be sent to the email address that you indicate. Use a **permanent email address**, not an account such as one associated with a college or district affiliation to which you may not always have access.

Before starting, examinees can read more about creating a testing account and registering for an exam \mathbb{A} .

•		_	_	-
Email Address:				
Confirm Email:				
Password:				
	Your password must be between 12 and 30 characters and must contain at least one upper case letter, one lower case letter, and one digit and be sufficiently complex. Spaces and the following special characters are not allowed "&=""<>\[]-".			
Confirm Password:				
Security Question:		•	•	
Security Answer:				
	Your answer to your security question must be between 4 and 128 characters.			
levt				

• **Enter your personal information.** You will be asked to provide your first name, middle initial (if applicable), last name, mailing address, and phone number(s).

Personal Information

Please provide the following information to create your account.				
First Name:				
	Exactly as it appears on your ID. For multiple first names, enter all in the order in which they appear			
Middle Initial:				
	Must match the first letter in the middle name on your ID.			
Last Name:				
	Exactly as it appears on your ID. For multiple last names, enter all in the order in which they appear.			
Mailing Address:				
Address Line Two:				
City:				
State/Province/Region:				
Zip/Postal Code:				
Country:	United States			
Daytime Phone:				
Evening Phone:				
Previous Next				

Using Your Pearson Testing Account

Once you have created a Pearson testing account on the <u>Texas Educator Certification Examination</u> <u>Program website</u>, you will be able to:

- · Register for exams that you are eligible for
- Schedule your test appointments
- Reschedule existing test appointments, free of charge, up to 48 hours before your appointment time
- Update your email and password as needed
- Review your testing history
- Access your score reports, for scores reported



Registering for an Exam and Scheduling a Test Appointment

In the Pearson system, **registering** for an exam is separate from **scheduling** your test appointment.

- Before registering for an exam, you can <u>use the seat availability tool</u> (use <u>this link for language exams</u>) to confirm that there are available appointments at locations and on dates and times convenient for you.
- You may schedule your testing appointment when you register, or at a later time.
- You may reschedule or cancel your testing appointment, without any fees, up to 48 hours before your scheduled appointment date.
- You must schedule an appointment and test within 170 days of registering for an exam.
- If you withdraw your registration, you will be refunded your exam registration payment, minus \$25. The Texas.gov funds are not refundable.

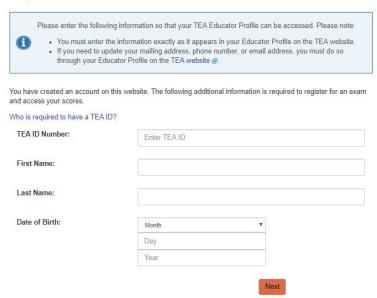
Registering for an Exam

To register for an exam, choose the "Register" option on the <u>Texas Educator Certification Examination</u> <u>Program website</u>. If you have not yet created a Pearson testing account, please do that first. Then, once you have signed in to your Pearson testing account, you will be ready to register.

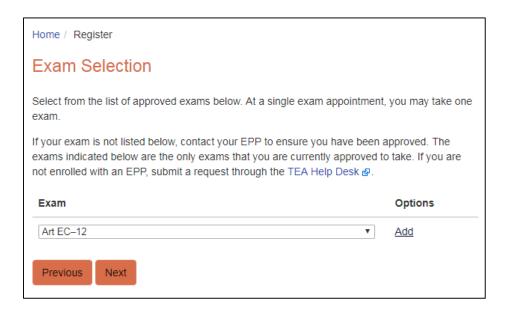
Enter your TEA ID number. You will need to provide your TEA ID number so that your Pearson testing account can be linked to your TEA Educator Profile.

If you are a first-time testing candidate, you must go to the TEA website at www.tea.texas.gov (click "ECOS for Educators" on the top toolbar) and create a TEA Login (TEAL) account. When you create your account, you will complete an Educator Profile and obtain a TEA ID number.

Required Candidate Information



2. **Select your exam.** You will be able to select only those exams which you are eligible to take.



- 3. Opt in for Alternative Testing Arrangements if you have documented physical, learning, or cognitive disabilities and require additional arrangements beyond the following, which are available for all test-takers without prior approval:
 - o wheelchair access
 - o access to visual enhancement features including color contrast and enlarged font
 - o comfort aids (see the complete list on the <u>Pearson Comfort Aids</u> page)
 - o breaks to use the restroom, take medication, use an inhaler, etc.

Alternative Testing Arrangements

Examinees with documented physical, learning, or cognitive disabilities may be eligible for alternative testing arrangements.



For information about policies and guidelines and about how to complete and submit the Alternative Testing Arrangements Request Form, read more here.

Before indicating "Yes" below, please review the list of comfort aids & that are available at all test centers without prior approval.

Do you plan to submit a request for alternative testing arrangements?

- No, I do not plan to request alternative testing arrangements.
- Yes, I plan to request alternative testing arrangements.



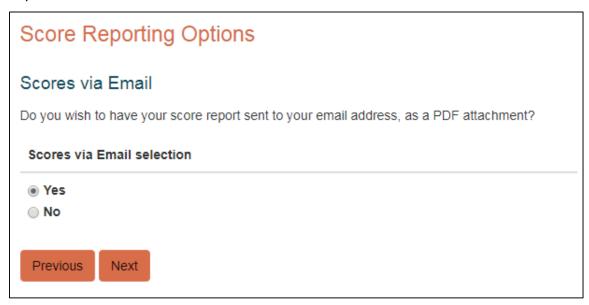
4. **Review the period for which your registration is valid.** Tests may be scheduled at any time within the 170-day period.

- 5. **Answer the background questions.** These questions are required and are only used for the purpose of evaluating exam questions. They are not maintained as part of your educator certification records.
 - O Best Language: What is your best language of communication?
 - First Language: Which language(s) did you first learn as a child?

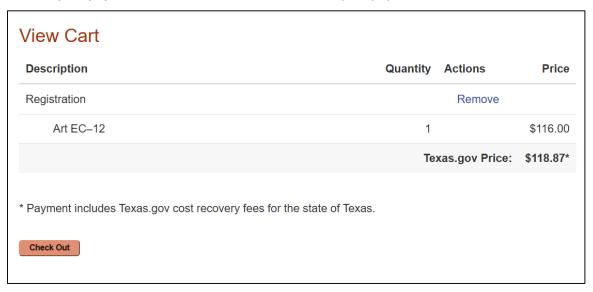
Background Questions The following questions are required and are only used for the purpose of evaluating exam questions. They are not maintained as part of your educator certification records.			
Best Language			
What is your best language of communication?			
Best Language selection			
English Another Language			
First Language			
Which language(s) did you first learn as a child?			
First Language selection			
 English Only English And Another Language Another Language Only 			
Previous Next			

If you are registering to take a PACT exam, you will be asked about your reason for testing in addition to these questions about your language history.

6. **Select score reporting options.** Your score report will be available in your Pearson testing account at 10 p.m. central time on your score report date, but you may also opt to have it sent to you via email.



7. **Submit your payment.** Follow the instructions to enter your payment information.



You may now schedule your testing appointment, or you may choose to complete this step at a later date. Testing appointments must occur within 170 days of registration.

Scheduling a Test Appointment

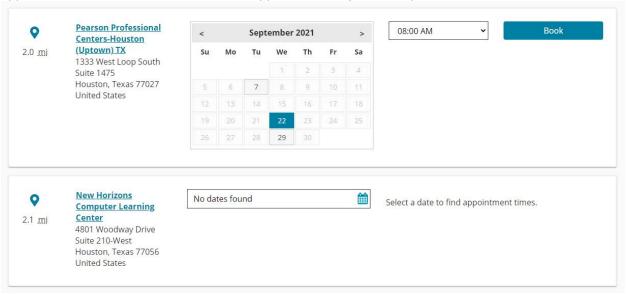
Before registering for an exam, you can <u>use the seat availability tool</u> (use <u>this link for language exams</u>) to confirm that there are available appointments at locations and on dates and times convenient for you.

When you are ready to schedule your test appointment or if you need to change your test appointment, choose Schedule or Reschedule/Cancel in your Pearson testing account.

1. **Select one or more exams to schedule.** If you have registered for two exams, you may schedule them in back-to-back appointments on the same day. After selecting the first exam, click the button to "Add another exam to take on the same day."

If you do not select this option now, you will not be able to add a second exam later and you will not be able to take both exams back-to-back.

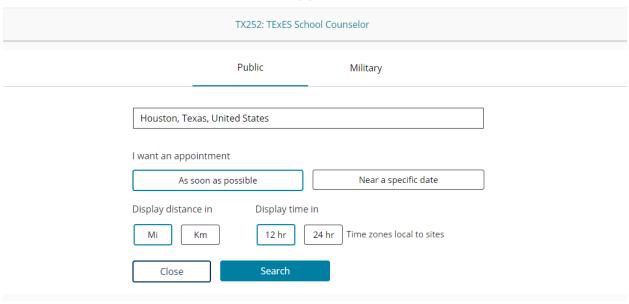
2. **Search for available test center appointments.** You can explore available appointment dates for any particular test center by clicking the calendar icon in the applicable date field. Available appointment times for selected dates will appear in the adjacent dropdown menu.



Note: The test center results are listed in order of closest proximity to your provided address information. You can view more testing locations by clicking the "Show more" button.

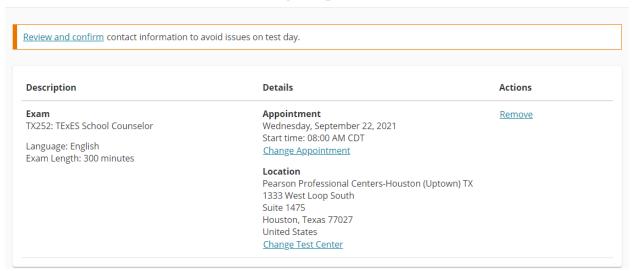
You can also see which test centers have available appointments based on your preferred testing date. Click the "Advanced" button next to the "Search" button to conduct this search. You will have the option of searching for appointments that are available "As soon as possible" or "Near a specific date". Your search results will list test centers that meet your specified date criteria.

Find an appointment



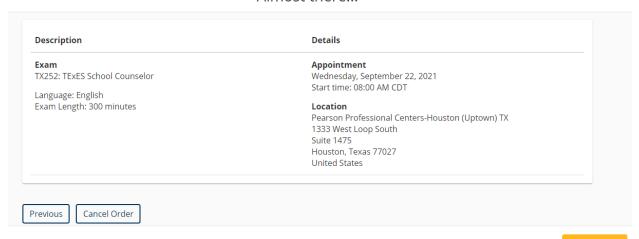
- 3. **Book your test appointment.** Once you have selected your test center location and desired appointment date and time, you can proceed with scheduling your appointment by clicking the "Book" button.
- 4. **Confirm your appointment information.** Review the details of your test appointment. If all the information is correct, click "Next" to continue to the final step in the scheduling process.

Is everything correct?



5. **Finalize your appointment and checkout.** Click the "Submit Order" button to officially schedule your test appointment. There is no payment required in this step.

Almost there...



Submit Order

6. **Save your confirmation.** You will receive an email confirming your appointment date, time, and test center location. You may also view this information in your Pearson testing account at any time. Admission tickets are not required at the test center; your confirmation email is for your reference.