Request for Official Test Approval

WTAMU Office of Educator Preparation

The *Request for Official Test Approval* for professional programs will be completed electronically.

1. The candidate completes **Part 1** and emails the form to the graduate advisor.
2. The graduate advisor completes Part 2 and forwards the form to the Certification Officer.
3. The Certification Officer uploads test approval and will inform candidate of eligibility.

Important Notice: Unsuccessful candidates will be required to complete remediation requirements set by program adviser before approval is granted again.

Part 1, to be completed by candidate requesting test approval. Please provide the required information and email this form to your graduate advisor for completion.

Name: WT ID#:   **TEA ID:**

Email: Phone #:

Test Name: **Test #:**

I have met the program test approval requirements, and I accept responsibility to register for the approved test. I am requesting approval to register for the following test:

Typed Signature is Electronic Signature   Date

Part 2, to be completed by the graduate program advisor. Please provide the information below and email the form to **Certification@wtamu.edu**, requesting test approval for the candidate above.

Test Attempt (1st-5th):   Last Summary Score:

Remediation:

Date of admittance to Program:

Is the candidate a finisher?   Yes   No   Paid TEA $35

If Yes, what date did they complete all program requirements?

I certify that the candidate has met program test approval requirements and is eligible to take the TExES exam.

Graduate Advisor Sign: Date:

Part 3, to be completed by the Certification Officer

Approval Granted:

Certification Officer: **Date**:

*Please allow the Certification Officer 7-10 business days for approval. Once test approval has been granted, please allow 24-48 hours for your Pearson account to be updated before completing the online test registration at Texas Educator Certification Examination Program.