



Fredericksburg

Independent School District
Central Administration

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Paraprofessional Employees Certification Requirements

Texas Administrative Code, Title 19, Chapter 230, Subchapter S, Rule 230.551 states, "Each person employed in Texas public schools as an educational aide must be certified according to requirements established by the State Board for Educator Certification."

All educational aides who do not have an SBEC issued paraprofessional certificate must follow the instructions below and obtain certification.

1. Go to the Texas Education Agency website: www.tea.state.tx.us
2. Click on the "Educator Login/Account Set up" link (left hand column), and follow the instructions. TEA requires that you first log in and give yourself a user name and password.
3. Once you have established an account with TEA you will notice on the left hand side an "Applications" link. Click on this link and then click on the "educational aide certificate" link. While going thru the application process, it is **very important** to choose the correct school district.
4. The applicant is responsible for the fees of the certificate and of the criminal history background check.
5. Once you have applied for certification, please notify the personnel office in order for us to recommend you for certification.

I acknowledge that I received notification of certification requirements