Texas Educator Certification Examination Program Getting Started on September 1, 2018

Registering
Scheduling Your Exam

Using Your Pearson Testing Account

Once you have created a Pearson testing account on the [Texas Educator Certification Examination Program website](#), 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

What's New?

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

- Before registering for an exam, you can use the seat availability tool (use this link for language exams) 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 [Texas Educator Certification Examination Program website](#). 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.

1. **Select your exam.** You will be able to select only those exams for which you are approved.

Home / Register

Exam Selection

Select from the list of approved exams below. At a single exam appointment, you may take one exam.

If your exam is not listed below, contact your EPP to ensure you have been approved. The exams indicated below are the only exams that you are currently approved to take. If you are not enrolled with an EPP, submit a request through the TEA Help Desk.

Exam	Options
Art EC–12 ▾	Add

Previous   Next

2. **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 Pearson Comfort Aids page)

   o   breaks to use the restroom, take medication, use an inhaler, etc.

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

4. **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.

- ○ 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

5. **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.

6. **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 use the seat availability tool (use this link for language exams) 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 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. **Specify your search criteria.** Enter a zip code or city that is convenient to you, and then choose a date to see what appointments are available in nearby test centers.
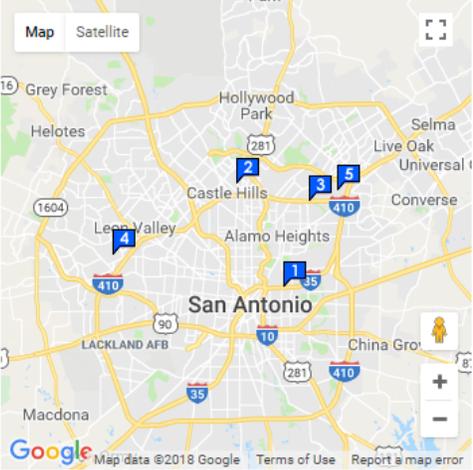
3. **Choose your location, date, and time.** If there is more than one appointment offered at a test center for a desired date, you can select from a list of available times.

4. **Finalize your selection and check out.** Once you choose your desired appointment center and time, you can schedule your test and proceed to check out. There is no payment required in this step.

5. **Confirm your information and review testing policies.** Review your personal information and agree to the applicable testing policies. Once you have submitted your order, your exam will officially be scheduled.

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.