



TEXAS TECH UNIVERSITY
College of Education™

Office for Student Services

Request for SBEC Recommendation

You must meet the following requirements in order to apply for your certificate:

- All coursework must be completed and grades posted.
- Degree must be awarded and posted on your transcript.
- All required TExES/ExCET exams must be passed.
- This form and all required documentation should be submitted.

Please remember:

- The application process may take 3-4 weeks from the time that you apply online.
- SBEC will process your application only after (a) your \$77 payment has been received; (b) you have submitted your SBEC-initiated digital fingerprints with the \$47 fee and SBEC has completed a national criminal background check; and (c) TTU has confirmed to SBEC that you have completed all requirements of its approved program.

Step 1: Student Information

Date: _____ SSN: _____

Name: _____ Email: _____

Permanent Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work or Cell Phone: _____

Certification Information: Advisor's Name _____

Highest Degree Earned: ___ Bachelors ___ Masters ___ Doctorate Date awarded (mm/dd/yy): _____

University/College where above degree was awarded: _____

Are you applying for your **initial** certificate? ___ Yes ___ No

Write the name of the certificate for which you are applying (i.e., EC-4 Special Ed/Bilingual/ESL/Early Childhood, PostBac EC-4, 4-8 Mathematics, 8-12 English/Lang Arts, All-level PE, Principal, Bilingual supplement, etc.):

Step 2: Submit Service Record, if appropriate (The service record should be signed by the district personnel department and reflect grade level, subject area, and year(s) taught.)

Please submit a service record only if:

- You have completed a one-year internship or two years on an Emergency Permit/Deficiency Plan in lieu of student teaching.
- You are applying for a Professional certificate that requires experience (i.e., Principal, Counselor, Reading Specialist, Diagnostician, etc.)

Step 3: Apply for your certification with SBEC

- Go online to <http://www.sbec.state.tx.us/SBECOnline> and click on "Apply for my Certification." You must create an account with SBEC if you do not already have one.
- Make sure you choose "Texas Tech University – University Based" as the recommending entity.
- Submit this form (with service record attached, if applicable) to Donna Perry, College of Education, Box 41071, Lubbock, TX 79409 or fax it to Certification Officer, 806-742-2179