

## **TEExES Registration Procedure**

- Go to [www.sbec.state.tx.us](http://www.sbec.state.tx.us) to set up an account and to obtain your TEA Identification Number (Social Security numbers will no longer be used)
- Go to [www.texas.ets.org](http://www.texas.ets.org) to set up an account as a new user

**The information in both of these accounts must match or you will not be able to register for a TExES exam. It is your responsibility to keep this information updated. A photo ID with correct name and information will be required at the testing site.**

When you are ready to test:

- Fill out a TEExES Registration Request Form and submit it to Carmen Cuprill-Young for approval signature:
  - You may only register for the exam you are electronically “approved” to take in your certification area
  - You may take only one TExES exam on each test administration date
- Allow two weeks after submitting your TExES Registration Request Form, then please do the following:
  - Go to [www.texas.ets.org](http://www.texas.ets.org) to register for a TExES exam (Computer or Written exam)
    - You will be prompted to choose a city and testing location
    - You will pay online for the exam (credit card only)
    - Print a receipt and admission ticket for the day of the exam
    - This website will also allow you to access test numbers, test dates, test locations, test day procedure, passing standards, and test preparation manuals
    - You must show up at the testing site at least one half hour early and have identification that matches the name on your admission ticket!