Instructions for Paying the $57 TEA Admission Fee

TEA Admission Fee

Texas Education Agency (TEA) requires all educator preparation programs to collect a $57 fee from each new candidate entering a teacher or advanced certification program in Texas. UHCL forwards the fee to TEA and TEA uses it to create and monitor your TEAL (TEA Login) account at the TEA website. The fee is **nonrefundable**. For questions, contact the COE Certification Office at 281-283-3618, or certification@uhcl.edu. When going through the screens to register and pay, if you have a problem, call the UHCL Center for Educational Programs (CEP) at 281-283-3529, or email, dannar@uhcl.edu.

1. **Go to the CEP web page.**

   Go to the UHCL Center for Educational Programs (CEP) main web page: https://aceware.uhcl.edu/wconnect/ace/home.htm.

2. **Under TEA Admission Fee, select your program by clicking on one of the green links.**

3. Select “**Advanced Certificate Program**” if you are seeking admission to the principal, reading specialist, school counselor, school librarian, superintendent or master teacher certificate programs.

   Select “**Teacher Education Program**” if you are seeking admission to the UHCL Teacher Education Program (TEP).
4. You will see one of the following screens:

This screen is for the Advanced Certificate Program. Click on the link for the course you will be taking.

This screen is for the Teacher Education Program.

5. Click on “Enroll Yourself”.
6. At the “Log on…” screen, click on “Create Account” (unless you already have a CEP account). This is not the same as your E-Services, Webmail or Blackboard accounts.

![Log on ...](image)

7. Add New Profile (if you are a new user at the CEP website)

   **Email address:** use your **UHCL email address**.

   **Password:** Do NOT use the same password you use for UHCL E-Services, Webmail or Blackboard. Make up a new one and remember it or write it down.

   **Firm:** type in your **UHCL Student ID**

   Finish filling in your information. Click on “Add Account” at bottom.
Add New Profile

Please note: if you've taken courses with us before, you may already have an account. You can [Log In](#) to your existing account.

**Account Information**
*Required - email and password are used when logging into your account.*

*Email Address:*

*Password:*

(8-20 characters with no spaces)

*Verify Password:*

(enter password again to ensure accuracy)

**Personal Information**
*Required*

- Source: How did you learn about us?
- *First Name:
- *Last Name:
- *Firm:
- Address:
- City:
- State:
- *Zip/Postal Code:
- Day Phone:
- Occupation:
- Special Needs:

**Interest Areas**
Please check your interests:
- Early Childhood
- Kids U
- Physics
- Professional Development
- [TEA Admission Fee](#)

**Information Request**
- Send me a catalog of all courses you offer - [OR--](#)
- Only send information on interest areas I selected

**Notifications**
Check the appropriate box if you don't want to receive promotional material:

- Don't Email Me Promotional Material
- Don't Mail Me Promotional Material

[Add account] [Cancel]
8. **Enrollment Cart**

You will see that you selected “TEA Admission Fee Or Advanced Certificate Fee”. Click on “Proceed to Checkout.”

9. **Course Registration**

Course Registration is your shopping cart.

If it is correct, then click on “Submit”. 
10. Payment Screen

Fill in credit or debit card information.

Click on “Continue”.

11. Receipt

You will be emailed a receipt upon the successful receipt of the payment.

Please turn in a receipt copy to the College of Education. They already have access to the list of all students who paid the $57 TEA Admission Fee. TEA charges this fee every time a student becomes admitted to a program. This also includes changing from non-certification seeking to certification-seeking; and being re-admitted to a program after being out for a year.