



2015-16 TEXAS EDUCATOR CERTIFICATION PROGRAM
PAPER-BASED TEST REGISTRATION FORM FOR MONDAY TESTING

This form is for test takers requesting Monday testing for a paper-based test. It cannot be used to register for a TExES™ or TExMaT™ computer-administered test. Policies regarding Monday testing are in the Registration Bulletins. Registration Bulletins, registration instructions and fees are available on the ETS TExES website at www.texas.ets.org. A separate registration form is required for each test date.

- Print all information clearly in black ink. Be sure to enter the exact name and address that you used when creating your Educator Profile in the TEA system.
• If your registration form is incomplete or illegible, or if the correct payment and documentation are not enclosed, your registration materials will be returned to you unprocessed.
• Complete and staple pages 1-4 together. Mail with your payment to: ETS-Texas Educator Certification Program, PO Box 6001, Princeton, NJ 08541-6001
• You will receive email confirmation that your registration form has been received and processed.
• For information about creating your ETS testing account, see the Registration Bulletin.
• Test Takers with Disabilities: Do not use this form. See the Bulletin Supplement for Test Takers with Disabilities. The Supplement is available in the "Alternate Testing Arrangements" section of the ETS TExES website at www.texas.ets.org.

All required fields must be completed, or your form will be returned. Required fields are noted with an asterisk (\*).

\* Last Name (as it appears in your TEA Educator Profile)

Grid for Last Name

Previous Last Name (if applicable)

Grid for Previous Last Name

\* First Name (as it appears in your TEA Educator Profile)

Grid for First Name

Middle Name or Initial

Grid for Middle Name or Initial

\* Address Line 1

Grid for Address Line 1

Address Line 2

Grid for Address Line 2

\* City

Grid for City

\* State or Province

Grid for State or Province

\* ZIP or Postal Code

Grid for ZIP or Postal Code

\* Date of Birth

Grid for Date of Birth

Month Day Year

\* Gender

Grid for Gender

Male Female

\* Primary Phone Number

(include area code, country code, or city code):

Grid for Primary Phone Number

Secondary Phone Number

(include area code, country code, or city code):

Grid for Secondary Phone Number

\* Email Address (must be the same email address entered in your TEA Educator Profile)

Grid for Email Address (Line 1)

Grid for Email Address (Line 2)

\* TEA ID Number

Grid for TEA ID Number

Name: \_\_\_\_\_

\* **TEST DATE** – See the appropriate *Registration Bulletin*, available on the ETS TExES website at [www.texas.ets.org](http://www.texas.ets.org), for test dates and registration deadlines. Enter only one test date. A separate registration form is required for each date.

Month	Day	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

\* **TEST** – All tests are full-length sessions lasting five hours. See the appropriate *Registration Bulletin* for a list of tests offered, test codes and information about test sessions. Enter the name and the three-digit test code for the test(s) you are registering to take.

	<b>Test</b>	
<b>Morning Session:</b>	<input type="text"/> <input type="text"/> <input type="text"/>	<b>Test Name:</b> _____

**TEST CENTER** – Select your first- and second-choice test centers. Enter the five-digit test center code and print the name and location of each center in the appropriate spaces. Test centers and test center codes are available on the ETS TExES website at [www.texas.ets.org](http://www.texas.ets.org).

**NOTE:** If your first- and second-choice test centers are full, you will be assigned to the closest available test center.

<b>* First Choice:</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Test Center Name:</b> _____
		<b>City:</b> _____
		<b>State:</b> _____
<b>Second Choice:</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Test Center Name:</b> _____
		<b>City:</b> _____
		<b>State:</b> _____

**BACKGROUND INFORMATION**

The following questions are optional and used only for the purpose of evaluating test questions. They are not maintained as part of your educator certification records.

- |  |   |
|--|---|
| 1. What is your best language of communication?<br><input type="checkbox"/> English<br><input type="checkbox"/> Another language | 2. What language(s) did you first learn as a child?<br><input type="checkbox"/> English only<br><input type="checkbox"/> English and another language<br><input type="checkbox"/> Another language only |
|--|---|

Name: \_\_\_\_\_

**\* TEST FEES**

Test Fee (per test) \$131

Number of Tests \_\_\_\_\_ x \$131 ..... \$ \_\_\_\_\_

\$40 Late Registration Fee (if applicable)\* ..... \$ \_\_\_\_\_

**TOTAL AMOUNT DUE** ..... \$ \_\_\_\_\_

\*See “Deadlines” below.

**\* PAYMENT** (Check one — see payment policies below.)

Credit Card                       Debit Card

Indicate which credit/debit card is being used and enter your card number and expiration date.

American Express®     Discover®             MasterCard®             VISA®

Credit/Debit Card Number

Expiration Date

/

Month                      Year

Cardholder Signature

\_\_\_\_\_ Date \_\_\_\_\_

**DEADLINES** – See the *Registration Bulletin* on the ETS TExES website at [www.texas.ets.org](http://www.texas.ets.org) for registration deadlines. Registration forms received after the regular registration deadline that do not include the \$35 late registration fee and forms received after the late registration deadline will be returned unprocessed. Allow up to ten days for regular postal mail delivery. Because all receipt deadlines are strictly enforced, consider using an expedited delivery method if you are registering close to any deadline. See the *Registration Bulletin* for an overnight mail delivery address.

**ACCEPTABLE PAYMENT METHODS**

- Credit/debit card (American Express, Discover, MasterCard and VISA)  
Any debit/credit card branded with one of the above four accepted credit card logos can be processed.

**PAYMENT POLICIES**

- All fees are stated in U.S. dollars.
- All outstanding balances with ETS must be paid in full prior to registering for any ETS-administered tests.
- All payments must be for the full amount.
- If you do not have sufficient credit or funds in your account, your scores will be withheld, you will be unable to register for additional tests. You will receive your scores as soon as the total outstanding balance has been cleared, unless your scores are being withheld for any other reason.
- If you do not include the correct fee or if you do not have sufficient credit or funds in your account, your request for service will be returned.
- Fees quoted are exclusive of any Sales and Use, Value-Added or similar taxes.
- Services may be withheld for nonpayment of fees.
- There are no refunds for special service fees.
- Cash payments cannot be accepted.

Name: \_\_\_\_\_

**Please write, DO NOT PRINT, the following statement.**

I certify that I am eligible to take the test(s) for which I am registering and hereby agree to the conditions set forth in the 2015–16 *Registration Bulletin* and on the ETS TExES website at **www.texas.ets.org**, specifically those concerning test administration, payment of fees, the reporting of scores and the confidentiality of test questions. I certify that I am the person whose name and address appear on this form. I understand and agree that ETS and TEA may collect my photograph, fingerprints and other types of personal information regarding my identification document(s).

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_