



2017-18 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 TEExES™ or TEExMaT™ computer-administered test. Policies regarding Monday testing are in the Registration Bulletins. Registration Bulletins, registration instructions and fees are available on the ETS TEExES 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 TEExES 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]

Previous Last Name (if applicable) [Grid]

* First Name (as it appears in your TEA Educator Profile) [Grid]

Middle Name or Initial [Grid]

* Address Line 1 [Grid]

Address Line 2 [Grid]

* City [Grid]

* State or Province [Grid]

* ZIP or Postal Code [Grid]

* Date of Birth [Month][Day][Year] [Grid]

* Gender [Male][Female] [Grid]

* Primary Phone Number (include area code, country code, or city code): [Grid]

Secondary Phone Number (include area code, country code, or city code): [Grid]

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

* TEA ID Number [Grid]

Name: _____

* **TEST DATE** – See the appropriate *Registration Bulletin*, available on the ETS TExES website at 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.

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

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.

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

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

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?
<input type="checkbox"/> English
<input type="checkbox"/> Another language | 2. What language(s) did you first learn as a child?
<input type="checkbox"/> English only
<input type="checkbox"/> English and another language
<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

CVV (Card Verification Value) Number

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Cardholder Signature

Date _____

DEADLINES – See the *Registration Bulletin* on the ETS TExES website at www.texas.ets.org for registration deadlines. Registration forms received after the regular registration deadline that do not include the \$40 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.
- Cash and paper checks are not accepted for payment.
- If you have a balance due on your account, you will not be able to process test registrations or access your scores from previous testing events. You will be able to access your account (e.g., scores) as soon as the total outstanding balance has been cleared by either you or your financial institution, 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.

Name: _____

CONSENT

By using this form to register for a Texas Educator Certification Program test, you consent to the terms and conditions outlined in the ETS Consent Policy on page 5 of this form.

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 2017–18 *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).

Signature: _____ Date: _____

Name: _____

ETS CONSENT POLICY

Notwithstanding anything to the contrary in any other ETS or ETS affiliate’s (“ETS,” “we,” “us,” “our”) materials or agreements with you, you consent to the terms and conditions herein by registering for or taking an ETS test, creating an online account or using our website, providing survey information or requesting one of our services, or completing order or payment information. You agree that we have the right to obtain, store (only for as long as necessary), use, and transmit your personal information including your full name, home address, email address, telephone number, Social Security number, passport number, biometric data such as fingerprints, audio recordings and video files, your answers to other background information questions, the test you are registering for, test date, payment information, and how you specifically use our website (“Personal Information”).

We use your Personal Information to:

- complete any registration, purchases, or other transactions you request online
- improve our products and services, and identify, develop, and offer new or expanded products and services
- improve and personalize your experience on the Website
- notify you about updates, products, services, and/or special offers from ETS, its affiliates, and selected third parties
- ask you to participate in brief surveys or provide other information
- generate aggregate statistical studies and conduct research ourselves or jointly with others related to our products and services and the use of our website

Based upon your specific relationship(s) with us for a particular product or service, we may use your Personal Information in ways described in more detail in one or more other agreements. Health information is used to evaluate accommodation requests and may be used for research purposes. If used in research, all identifying information will be removed.

Additionally, you consent to the transfer of your Personal Information within and outside of your country of residence and outside of the location where you have taken the test(s).

We disclose your Personal Information to certain third parties with whom we have a direct or indirect business or contract relationship, to provide the products and services you have requested.

You will have the ability to opt out of receiving certain communications from us, including voicemail or email. If you do not opt out immediately, but later decide that you would prefer not to receive email communications from us, please contact that particular testing program through www.ets.org. Remember, however, that we may still send email or call you in order to provide a product or service that you request.

By indicating “Accept,” you consent to the terms and conditions above and those more fully outlined in the ETS Privacy Policy located at www.ets.org/legal/privacy or attached hereto for paper-based assessments.