



Helena Castañón-Vargas, Ed.D.
Director of EL & L.O.T.E. Programs

TEExES #154 ESL Supplement Reimbursement 9.2020

Teachers who pass the TEExES #154 ESL Supplement Exam and attach it to State Board Educator Certification (SBEC) credential are eligible for reimbursement of the fees associated.

Follow the steps below:

1. Provide a copy of the registration receipt for the ESL Supplement exam (\$116.00).
2. Provide a copy of the receipt to attach the ESL supplement to your SBEC credential (\$78.00). This fee [does not qualify for reimbursement](#).
3. See below if you need to get a receipt replacement.
4. Sign the *Letter of Intent to Engage in EL Professional Development* regarding instructing English Learners (EL). See page 2 below.
5. Email both scanned receipts *and Letter of Intent to Engage in professional development* to Gloria Castillo, Administrative Assistant gloria.castillo@desotoisd.org. So your reimbursement request get processed in a timely manner please write *ESL TEExES Reimbursement* in the subject line of your email and include your name. For example: *ESL TEExES Reimbursement Request for Lilia López*.
6. Please allow a few weeks for processing.

How to attach the ESL Supplement certification to SBEC credential:

- Visit the TEA website. www.tea.state.tx.us
- Click *Texas Educators*
- Click on *Certifications*
- Click on *Additional Certification*
- Click on *Log in to your Educator Account*. You may need to set up an account.
If that is the case click on *Create a new TEAL Account*

If you would like additional assistance setting up your accounts or you need to update your email address in our system, you can [submit a help ticket](#) or call 512-936-8400 option 2 for assistance.

If you lost your receipt(s) send an email to texas-excet_inquiries@ets.org to request a confirmation email or receipt that shows that you have paid for your ESL Supplement #154 TEExES exam. Include the name of the exam name, test date, your name and TEA ID #. You will receive it within the next few business days.

For any questions, contact the DeSoto ISD EL & L.O.T.E. Programs at gloria.castillo@desotoisd.org



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Letter of Intent to Engage in EL Professional Development 9.2020

The EL and L.O.T.E. Programs Department, congratulates you for passing the ESL Supplement TExES#154 exam and becoming ESL Certified. We are proud of your accomplishment and all the hard work that went into your quest.

To support you in continued professional growth in instructing English Learners, the Department will provide continued opportunities to participate in workshops, trainings and institutes. We encourage you to commit to furthering your knowledge-base in ESL for the next 3 years.

The professional development will be in the form of institutes, workshops and trainings, throughout the school year.

Sincerely,

Helena Castañón-Vargas

Director of EL & L.O.T.E. Programs

Please complete the section below and return along with your receipts to Gloria Castillo, Department Administrative Assistant.

I _____ agree to commit to attending institutes, workshops and trainings revolving teaching English Learners (EL) over the course of the next 3 years, to further my teaching practices.

Teacher Name _____

Teacher Signature _____

School _____

Date _____

School Year _____