

# Instructions for Educational Aide Certification

- Click on the link below  
<https://secure.sbec.state.tx.us/SBECOnline/login.asp>
- Select **NEW USER – CREATE AN ACCOUNT** if you don't have a login and password
- After getting your login and password click on the link below  
<https://secure.sbec.state.tx.us/SBECOnline/login.asp>
- Click on **APPLICATIONS** on the left hand side of the screen in blue
- Then click on **EDUCATIONAL AIDE CERTIFICATE**
- Fill out the screen and pay the \$32 fee
- Print out the receipt and turn in to your principal or campus secretary for reimbursement
- After the application has been submitted contact Kathy Herring at 356-2727 x1103 or email her and let her know so she can recommend you on the SBEC website
- You should receive a Paraprofessional Certificate in about 6 weeks
- After receiving the certificate make a copy of the certificate for your records and send the original to Lynda Warren to go in your personnel file