

## Reimbursement Letter & Information

### TEExES #164 Bilingual Supplemental, TEExES #190 BTLPT & TEExES #154 English as a Second Language Supplemental

Classroom teachers who pass the TEExES #164 Bilingual Supplemental Exam, TEExES #190 BTLPT (Bilingual Target Language Proficiency Test (Spanish) and/or TEExES #154 English as a Second Language Supplemental and attach it to their State Board Educator Certification (SBEC) credentials are eligible for reimbursement of the fees associated. The reimbursement opportunity applies for teachers who are seeking certification during the current school year.

Follow the steps below:

1. Provide a copy of the *registration receipt* for the TEExES #164, TEExES #190 and/or TEExES #154 exam.
2. Sign the *Letter of Intent* (p.2) to engage in continued professional learning aligned to instructing Emergent Bilinguals (EB).
3. Email scanned receipts and *Letter of Intent to Engage in Professional Learning* to Sandra Zavala, [szavalagarcia@irvingisd.net](mailto:szavalagarcia@irvingisd.net), Secretary to the Executive Director of Bilingual/ESL and Language Services.

### How to attach the Bilingual or ESL Supplemental certification to SBEC credential:

- Visit the TEA website: <https://tea.texas.gov/>
- Click on TEA Log in
- Log in using your username and password
- Click on *View My Educator Certification Account*
- Click *Applications*
- Click *Additional Certification by Examination*
- Follow the prompts to pay
- Print your receipt twice: one to submit for reimbursement and the other for your records.

### If you lost your registration receipt(s):

- Send an email to <http://www.tx.nesinc.com/Contacts.aspx> to request a confirmation email or receipt that shows that you have paid for your TEExES #164 Bilingual Supplemental Exam, TEExES #190 BTLPT (Bilingual Target Language Proficiency Test (Spanish) and/or TEExES #154 English as a Second Language Supplemental 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.

**\*Note: We do not reimburse renewals. We only reimburse classroom teachers of record.**

For any questions, contact the Irving ISD Bilingual/ESL & Language Services Department at 972-600-5252.

Mailing Address: P.O. Box 152637, Irving, Texas 75015-2637  
2621 W. Airport Freeway, Irving, Texas 75062-6020 | Tel. 972.600.5000 | [www.irvingisd.net](http://www.irvingisd.net)

**Letter of Intent to Engage in Professional Learning**

The Bilingual, ESL & Language Services Department congratulates you for passing the Bilingual or ESL Supplemental exam and becoming certified. We are proud of your accomplishment and the hard work that went into your quest.

To support you in continued professional growth in instructing Emergent Bilinguals, the department will provide opportunities to participate in workshops, training, and institutes. We encourage you to commit to furthering your knowledge base in BIL/ESL for the next 3 years.

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

Thank you for your commitment in providing a quality education to our Emergent Bilingual students.

Sincerely,

Eduardo Gonzalez, Director of Bilingual/ESL and Language Services

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Please complete the section below, print and scan, along with your receipts, to Sandra Zavala, [szavalagarcia@irvingisd.net](mailto:szavalagarcia@irvingisd.net)  
Secretary to the Executive Director of Bilingual/ESL and Language Services.

I \_\_\_\_\_, certified classroom teacher with Irving ISD, agree to commit to attending institutes, workshops and trainings aligned to research-based instructional practices in serving Emergent Bilingual students over the course of the next 3 years, to further my teaching practices.

Printed Teacher Name \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Campus/Teaching Assignment \_\_\_\_\_

Date \_\_\_\_\_

School Year \_\_\_\_\_