Adding Texas Certifications

SchoolObjects:Workshop will enable you to track your SBEC certifications and CPE credit requirements.

To add a certification to your portfolio:

1. Click the **Add New Certification** button under Portfolio Options
2. The **New Certification Wizard** will appear, prompting you to select your certification
3. Click **Next** in the wizard
4. Indicate whether you will need to renew this certification or if you have lifetime status. Check with your professional development manager for the appropriate certification guidelines. Click **Next**.
5. If a renewal is required, select the month and year of the next renewal date. Click **Next**.
6. Select a classification for your certificate. This will set the renewal requirements and time period. Click **Next** and **Finish**.

Your new certification will now appear in your portfolio. Six months prior to renewal an alert will appear in your certification details page.

New Certification Wizard

Add New Certification

Select a certification below to add to your certification list:

- All-Level Art
- All-Level Learning Resources Specialist
- All-Level Music
- All-Level Physical Education
- Assistant Principal