

<b>DATE:</b>	February 29, 2024
<b>SUBJECT:</b>	Certification of Provision of Instructional Materials
<b>CATEGORY:</b>	Reporting
<b>NEXT STEPS:</b>	Share with Instructional Materials Coordinators and complete certification of provision of instructional materials by May 1, 2024.

## Certification of Provision of Instructional Materials Process

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### Background

In accordance with [Texas Education Code \(TEC\), §31.1011](#) local educational agencies (LEAs) are required to certify annually to the State Board of Education (SBOE) and the commissioner that students have access to instructional materials covering all Texas Essential Knowledge and Skills (TEKS) for all required subjects, except physical education.

Additionally, LEAs are required to certify that they protect against access to obscene or harmful content in compliance with the requirements for certification under the (i) the Children's Internet Protection Act (Pub. L. No. 106-554); (ii) Section [28.0022](#); (iii) Section [43.22](#), Penal Code; and (iv) any other law or regulation that protects students from obscene or harmful content. The TEKS Certification 2024–25 Survey includes a section for LEAs to certify they meet this requirement.

Like last year's process, the agency will utilize the following tools:

**Certification 2024-25 Form:**

Printable, hard copy of the survey to be completed offline and presented to the board of trustees or governing body for ratification and signatures.

**Certification 2024-25 Survey:**

Web-based application where LEAs will submit their responses, collected on the TEKS Certification 2023-24 Form, and where LEAs will upload the signature page of the Form.

### Required Action

This year's Certification Process requires:

- The completion of the Certification 2024-25 Form;
- Ratification by the LEA's board of trustees or governing body in an open, public-noticed meeting; and
- Submission of the Certification 2024-25 Survey and upload of the ratified Certification 2024-25 Form.

TEA recommends that LEAs complete these steps no later than **May 1, 2024**. The Certification 2024-25 Form can be accessed on the [Instructional Materials webpage](#).

The state online instructional materials ordering system, EMAT, will close for annual maintenance on March 29, 2024, and is scheduled to reopen on May 15, 2024. **Completion of the Certification Process is required to regain access to allotment funds when EMAT reopens in May of 2024.**

Certification 2024–25 Survey submissions received after May 15, 2024, will typically be processed within five business days, and access to EMAT will follow.

## **Instructions to Complete the Certification of Provision of Instructional Materials Process for 2024-25**

1. **Review the Certification 2024-25 Form:** Print the fillable Certification 2024-25 Form found on the [Instructional Materials website](#).
2. **Gather information:** The form may require consultation with content area leads or other LEA staff.
3. **Complete Certification 2024-25 Form:** Complete the TEKS Certification 2024-25 Form by hand or digitally.
4. **Obtain needed signatures:** Ratify the **Certification 2024-25 Form** by the LEA’s board of trustees or governing body in an upcoming, open board meeting.
5. **Submit Certification 2024-25 Survey:** Complete the online **Certification 2024-25 Survey** by answering the questions. Inside the survey you will upload the signed Certification 2024-25 Form from Step 4. The survey will be open for submissions beginning Monday, March 18, 2024, and will be located on the [Instructional Materials website](#).

## **Additional Supports**

- TEA will host a webinar to review the Certification of Provision of Instructional Materials Process for 2024-25 on Monday, March 18th at 2:00 p.m. CDT. [Registration](#) is required.
- TEA will host office hours on Monday, March 25th at 11:00 a.m. CDT and Thursday, March 28th at 11:00 a.m. CDT. [Registration](#) is required.
- All instructional materials listed on the survey can be found on the [Instructional Materials website](#).
- To facilitate completion of this year’s submission, LEAs may request a copy of their previous year’s submission by submitting a [Help Desk Ticket](#).
- For questions about the TEKS Certification 2024-25 form, survey, or process, please submit a [Help Desk Ticket](#).