

# PRINCIPAL CERTIFICATION

This certification plan is designed specifically for the educator who has previously obtained a Master's Degree in Education and wishes to obtain Principal Certification. It requires the completion of twenty-four hours of graduate credit coursework. The program complies with existing standards for professional certification. The study plan originates in the Department of Educational Leadership.

**Financial Aid Note:** The Principal Certification-only program is not eligible for financial aid whereas the degree-seeking M.Ed. in School Leadership candidate may be eligible for financial aid.

Applicants seeking admission to the Principal Certification program must submit the following directly to the Office of Graduate Admissions:

1. Graduate Admissions Application
2. Application Fee
3. Pay the \$35 Texas Education Accountability System for Educator Preparation Programs Fee ([https://secure.touchnet.com/C21329\\_ustores/web/product\\_detail.jsp?PRODUCTID=1601](https://secure.touchnet.com/C21329_ustores/web/product_detail.jsp?PRODUCTID=1601)) (paid to the TEA as required by TEA 229.9.7 ([\*\*GRE revised General Test Score Bands to be used for Admission to an Educator Preparation Program under the 10% Exception Rule in 19 TAC §227.10\(a\)\(3\)\(D\)\*\*](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=229&rl=9%E2%88%9A))</a>)</li>
<li>4. Official Transcript from the baccalaureate degree-granting institution with a GPA of 3.0 or higher AND an official transcript from the <b>master's degree</b> granting institution with a GPA of a 3.5 or higher. If an applicant does not meet the minimum GPA expectations, official GRE scores must be submitted that meet the requirements. Minimum scores required are listed in the table below.</li>
<li>5. Copy of Teacher Service Record from your school district's Human Resource Department with 2 years of creditable teaching experience preferred; however, we will consider applicants with 1 year of certified teaching experience. (Applicant must be working at a Texas Education Agency accredited school.)</li>
<li>6. Copy of valid Teacher Certificate</li>
<li>7. Two recommendations, one from the school principal and one from an assistant principal</li>
<li>8. Document of Intent</li>
<li>9. Current Resume</li>
<li>10. Interview video.</li>
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Self-reported Undergraduate GPA	GRE Verbal Reasoning <sup>1</sup>	GRE Quantitative Reasoning <sup>1</sup>	GRE Analytical Writing <sup>2</sup>
B-(2.7 GPA)	143-157	140-155	3.0-4.5

<sup>1</sup> GRE Verbal and Quantitative scores are reported on a 130 to 170 scale.

<sup>2</sup> GRE Analytical Writing scores are reported on a 0 to 6 scale in half-point increments.

**Under these circumstances, the GRE may not be waived.**

#### Preferred Application Deadlines:

Fall - June 15  
Spring - Oct. 15  
Summer - March 15

#### Final Application Deadlines:

Fall - July 15  
Spring - Nov. 15  
Summer - April 15

Candidates have six years from the semester of the first course to complete program requirements and state certification (e.g., pass exams).

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Code	Title	Hours
<b>Principal Certification</b>		
<b>Specified Courses</b>		
EDAD 5332	Adm & Org of Public Schools	3
EDAD 5372	Fed-State-Local Sch Law	3
EDAD 5386	Spc Populations & Spc Programs	3

2 Principal Certification

EDAD 6362	Principal Practicum/Internship <sup>1</sup>	6
EDAD 6370	Campus Business Management	3
EDAD 6371	Role of Prin in School Admin	3
EDAD 6394	Advancing Educ Leadership	3
Total Hours		24

<sup>1</sup> EDAD 6362 Principal Practicum / Internship is taken over two long semesters, fall and spring or spring and fall, (3 hours each semester) and may be taken with one other course.