

Superintendent Certification

The Department of Educational Leadership and Foundations offers a Superintendent Certification Program. Students who wish to pursue the superintendent certification must submit the following documents:

- Application for admission to the UTEP Graduate School;
- Official undergraduate and graduate college transcripts with no less than a 3.0 cumulative grade point average;
 - Transcripts must reflect a master's degree from a university that is accredited by an accrediting agency recognized by the Texas Higher Education Coordinating Board.
- Written letter of Intent: A written statement indicating why you are interested in the superintendent program in addition to describing personal and professional goals as related to the superintendent certification;
- Three professional letters of recommendation from current or recent supervisors highlighting your potential to be an effective district leader;
- Principal certificate or equivalents issued under this title or by another state or country; or
- Teacher Service Record reflecting at least three creditable years of managerial experience in public school district;
 - For the substitution of managerial experience, complete the superintendent certificate application (PDF, 314KB) for TEA review (Title 19, Part 7, Chapter 242, Rule §242.20); and
 - CV/Resume highlighting school leadership experience

All applications will undergo the following two screenings:

- Screen 1 - Application Packet Review: The admission criteria will be reviewed holistically using a rubric to assess the commitment to leadership at the superintendent level.
- Screen 2 - Interview: Successful applicants of Screen 1 will be invited for an interview. The interview will determine commitment to the superintendent certification program as well as fit to the program.

Transfer Courses on the Program of Study

Upon the recommendation of the Graduate Advisor or Program Director, students pursuing **School Superintendent Certification Program** may transfer up to six semester credit hours from an accredited institution toward the fulfillment of the **District School Superintendent Certification Program**.

Students pursuing the Texas Superintendent Certification will be required to complete the following during the School Superintendent Practicum course:

1. Successful mastery ($\geq 80\%$) on the TExES qualifying exam,
2. Successful mastery (≥ 240 scale score) on the TExES Superintendent Examination

Upon successful mastery of all coursework, including the completion of the School Superintendent Practicum course and the TExES Superintendent exam, students will be able to apply for the Texas Superintendent Certificate.

Degree Plan

Required Credits: 18

Code	Title	Hours
Superintendent Certificate Program (All courses require a grade of C or better)		
EDAD 5382	Educational Finance	3
EDAD 5384	Educ Facilities Management	3
EDAD 5386	Educational Policy Development	3
EDAD 5388	Central Office Administration	3
EDAD 5389	Schl Superintendent Practicum	3
EDAD 5390	Schl Superintendent Practicum II	3
Total Hours		18

Exit Portfolio

At the end of the EDAD 5389, EDAD 5390 School Superintendent I, II, students will complete documentation for superintendent certification.

Students who participate in practicums with agencies or school districts requiring background checks must successfully pass the background check in order to complete this requirement.

Notification of potential ineligibility for certification

Any individual who has been convicted of an offense may be ineligible for issuance of a certificate upon completion of the Educator Preparation Program. For more information, please refer to the State Board of Educator Certification (SBEC) rules prescribed in §249.16. Individuals have the right to request a criminal history evaluation letter as provided in Chapter 227, Subchapter B (relating to Preliminary Evaluation of Certification Eligibility).

19 TAC §227.101. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person's potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense. §249.16. Eligibility of Persons with Criminal History for a Certificate under Texas Occupations Code, Chapter 53, and Texas Education Code, Chapter 21.