

# Principal Certification

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UTEP offers two pathways to attain the Texas Principal as Instructional Leader Certification:

1. Concurrent enrollment with our M.Ed. in K-12 School Administration (master's degree, plus certification)
2. Principal Certification Program for Students who hold an M.Ed. with a concentration in K-12 School Administration or a master's degree in a related field (certification only)

All students applying to the Principal Certification Program must submit the following:

1. Application for admission to the UTEP Graduate School;
2. Official undergraduate and graduate college transcripts with no less than a 3.0 cumulative grade point average;
3. Written letter of intent: A written statement indicating why you are interested in becoming a Principal as Instructional Leader in addition to describing personal and professional goals as related to the principal certification;
4. Three professional letters of recommendation from current or recent supervisors highlighting specific examples showing your potential to be an effective school leader;
5. Valid Texas Teaching Certificate
6. Teacher Service Record showing a minimum of two years of teaching experience; and
7. 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 potential of the applicant in terms of readiness and commitment to leadership at the principal level.
- **Screen 2** - Interview: Successful applicants of Screen 1 will be invited for an interview with the program faculty. The interview will assess commitment to the principal certificate program as well as fit to the program.

Program requirements based on the specific pathway are as follows:

## **Concurrent Enrollment with M.Ed. in K-12 School Administration (master's degree, plus certification)**

In addition to completion of EDAD 5375 and EDAD 5376 as part of the M.Ed. with a concentration in K12 School Administration, students must complete the following trainings and exams for certification:

### **Trainings**

- Advancing Educational Leadership (AEL) at a Texas Education Service Center;
- Texas Teacher Evaluation and Support System (T-TESS) at a Texas Education Service Center.
- Dyslexia: Characteristics, Identification, and Effective Strategies
- Mental Health, Substance Abuse, Youth Suicide
- Digital Learning following ISTE Standards

### **Exams**

- Successful mastery of the TExES qualifying exam
- Successful mastery of the 268 TExES Principal as Instructional Leader
- Successful mastery of the 368 Performance Assessment for School Leaders (PASL)

## **Principal Certification Program for students who hold an M.Ed. with a concentration in K-12 School Administration or a master's degree in a related field (certification only)**

Students must complete a total of 24 semester credit hours, specifically 18 semester credit hours of required coursework and 6 hours of a field-based practicum, and complete trainings and certification exams (TExES 268 and PASL).

Applications from students with master's degrees in related fields will be reviewed by a faculty committee to determine transfer course credit awarded, if applicable. The transfer course credit is limited to a maximum of 9 semester credit hours. Coursework must have been completed within 5 years or less from the date the applicant is seeking admission to the program. No transfer course credit or course substitution will be permitted for EDAD 5310, EDAD 5312, EDAD 5307, and EDAD 5311.

## Degree Plan

Code	Title	Hours
Required:		
EDAD 5307	Data Based Decision Making	3
EDAD 5310	Administrative Leadership	3
EDAD 5311	Curriculum Renewal	3
EDAD 5312	Instructional Leadership	3
Plus 6 semester credit hours from the following:		6
EDAD 5314	School-Based Budgeting	
EDAD 5342	Educational Law	
EDAD 5345	Ed Leadrshp in Diverse Society	
EDAD 5348	Admn of Sch Personnel Services	

## Field-Based Practicums (6)

Code	Title	Hours
EDAD 5375	Schl. Lead Field-Based Pract I	3
EDAD 5376	Sch Lead Field-Based Pract II	3

## Trainings

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## Exams

- Successful mastery of the TExES qualifying exam
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## Criminal Background Information

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

Pursuant to the Texas Education Code (TEC) §22.0835, candidates must undergo a criminal history background check prior to student teaching; and pursuant to the TEC, §22.083, candidates must undergo a criminal history background check prior to employment as an educator. A candidate may be ineligible for issuance of a certificate on completion of the EPP if an individual has been convicted of an offense.

A person who is enrolled or planning to enroll in an 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. <https://tea.texas.gov/texas-educators/investigations/preliminary-criminal-history-evaluation-faqs> (<https://tea.texas.gov/texas-educators/investigations/preliminary-criminal-history-evaluation-faqs/>)

## TEA Required Fee

Candidates will pay a \$35 Technology fee for the 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)) and paid to the TEA as required by Texas Administrative Code § 229.9.7.