Note: This handbook is subject to change without prior notification and updates will be available in the Educational Administration Program. The Handbook is a resource for program planning and general guidance, to be used in conjunction with the requirements and parameters detailed in the graduate catalog.

Updated Summer 2020
Congratulations on continuing your education. You are to be commended and the faculty and staff of the Educational Administration (EDAD) Program are looking forward to working with you in the program.

This handbook was developed to help answer questions and/or concerns that may arise during your graduate program. I realize that each student’s program is unique, but it is hoped that this guidebook will help guide you in your endeavors. This guidebook, along with your graduate catalog and the College of Graduate Studies Handbook can assist you throughout your program. Please know that you are welcome to visit with faculty, staff and me at any time. While it is your responsibility to see that all requirements are met, faculty and staff will be glad to assist you and to answer any questions you may have.

Within this guidebook, you will find pertinent information to include:
1. Contact information of all Educational Administration (EDAD) faculty
2. Comprehensive exam information
3. Professional certification requirements
4. Certification application procedures
5. TExES Examination protocol

Should you have any questions regarding our Master of Science degree in Educational Administration, Principal Preparation, and Superintendent Preparation Programs, please contact the Educational Administration Program Office.

Again, welcome to the Educational Administration Program. It is our sincere wish that we provide you with a vigorous and challenging program for significant positions in educational leadership.

The EDAD Faculty
Dr. Bernadine Cervantes
Dr. Dessynie Edwards
Dr. Lynn Hemmer
Dr. Scott Elliff (superintendent certification only)

Contact person:
Dr. Gerri Maxwell, Professor & Chair Educational Leadership
gerri.maxwell@tamucc.edu
# Educational Administration Program

## Overview

The Master’s Program in Educational Administration is a leader in preparing PreK-20 school administrators throughout South Texas, nationwide, and internationally. This learner-centered program prepares graduates to meet challenges of school leadership positions such as leadership positions at the campus, district, and institutional level throughout Texas. All graduates are

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our Vision</td>
<td>4</td>
</tr>
<tr>
<td>Program Benefits</td>
<td>4</td>
</tr>
<tr>
<td>Learning Experiences</td>
<td>4</td>
</tr>
<tr>
<td>Faculty Members</td>
<td>4</td>
</tr>
<tr>
<td>Admissions and Eligibility Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Principalship Program</td>
<td>6</td>
</tr>
<tr>
<td>Superintendent Program</td>
<td>6</td>
</tr>
<tr>
<td>The Educational Administration Program</td>
<td>7</td>
</tr>
<tr>
<td>Non-Thesis</td>
<td>8</td>
</tr>
<tr>
<td>Degree Plan</td>
<td>8</td>
</tr>
<tr>
<td>Program Courses</td>
<td>8</td>
</tr>
<tr>
<td>The Practicum Experience</td>
<td>9</td>
</tr>
<tr>
<td>Final (Comprehensive) Exam</td>
<td>9</td>
</tr>
<tr>
<td>State Principal (or Superintendent) Examination</td>
<td>10</td>
</tr>
<tr>
<td>TExES Testing Procedures</td>
<td>10</td>
</tr>
<tr>
<td>TExES Registration Procedures</td>
<td>10</td>
</tr>
<tr>
<td>Contacts for Questions and Clarification</td>
<td>11</td>
</tr>
<tr>
<td>TAMUCC Requirements for Professional Certification-Principal or Superintendent</td>
<td>12</td>
</tr>
<tr>
<td>Principal Examination</td>
<td>12</td>
</tr>
<tr>
<td>Superintendent Examination</td>
<td>12</td>
</tr>
<tr>
<td>Application Procedure for Professional Service Certificate</td>
<td>13</td>
</tr>
<tr>
<td>When to Apply?</td>
<td>13</td>
</tr>
<tr>
<td>Steps to Apply Online:</td>
<td>13</td>
</tr>
<tr>
<td>University Recommendation:</td>
<td>13</td>
</tr>
<tr>
<td>Official Notification from Texas Education Agency:</td>
<td>13</td>
</tr>
<tr>
<td>TExES Testing Policy</td>
<td>13</td>
</tr>
<tr>
<td>Texas Sec. 21.048, Certification Examinations</td>
<td>14</td>
</tr>
<tr>
<td>New Texas Education Agency Rule</td>
<td>14</td>
</tr>
<tr>
<td>TAMUCC TExES Principal and Superintendent Exams Remediation Policy</td>
<td>14</td>
</tr>
<tr>
<td>Waiver Application Limitation of Certification Examination Attempts</td>
<td>14</td>
</tr>
<tr>
<td>Probationary Principal Certificate</td>
<td>15</td>
</tr>
<tr>
<td>APPENDIX A Attestation</td>
<td>16</td>
</tr>
</tbody>
</table>
expected to have the capacity to lead diverse schools, understand the self, and to articulate/solve local problems of practice.

Our Vision

Candidates from the Master’s in Educational Administration (EDAD) Program will explore the self, others, and organizations to facilitate school improvement specific to rural, urban, and suburban contexts within a rapidly changing Texas.

Program Benefits

- The Master’s in Educational Administration Program provides opportunities for students to develop in-depth understanding about leadership roles and responsibilities, working with community at-large, policy administration, and contemporary educational issues.
- Coursework is designed around issues of equity and social justice research within contexts of rural, urban, and suburban schools.
- Graduates of the program are prepared to advocate, nurture and sustain a campus culture and instructional program conducive to student learning and faculty professional growth.
- The majority of the classes are delivered in a combined face-to-face and online format, using synchronous and asynchronous learning.

Learning Experiences

The Learning Experiences in:

- **the ethics of leadership** prepare the graduates to model and promote the highest standard of conduct, ethical principles, and integrity in decision-making, actions, and behaviors.
- **the development of campus culture** prepare the graduates to create a campus culture that promotes high expectations, promotes learning, and provides intellectual stimulation for self, students, and staff.
- **human resources leadership** prepare students to collaboratively develop, implement, and revise a comprehensive and on-going plan for professional development of campus staff which addresses staff needs and aligns professional development with identified goals, to further develop necessary knowledge and skills, and to model lifelong learning.
- **communication and community relations** prepare students to demonstrate effective communication and collaboration that will establish partnerships with parents, businesses, and other groups in the community to strengthen programs and support campus goals.
- **leadership and management** prepare students to implement appropriate management techniques and group processes to define roles, assign functions, delegate authority, and determine accountability for campus goal attainment through all school operations and programs.
• *curriculum planning and development* prepare students to use emerging issues, occupational and economic trends, demographic data, student learning data, motivation theory, learning theory, legal requirements, and other information as a basis for campus curriculum planning.

• *instructional leadership* prepare students to facilitate the development of a campus learning organization that facilitates the development, implementation, evaluation, and refinement of student activity programs to fulfill academic, developmental, social, and cultural needs and Acquire and allocate sufficient instructional resources on the campus in the most equitable manner to support and enhance student learning.

## Faculty Members

There are four professors in the Educational Administration Program. Additional adjunct professors also instruct program courses, as needed.

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Emphasis/Area of Interest</th>
<th>Phone/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernadine Cervantes</td>
<td>Public School Administration/ District and school leadership</td>
<td>361-825-2992 <a href="mailto:bernadine.cervantes@tamucc.edu">bernadine.cervantes@tamucc.edu</a></td>
</tr>
<tr>
<td>Visiting Assistant Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dessynie Edwards</td>
<td>Public School Administration/ District and school leadership</td>
<td>361-825-3866 <a href="mailto:dessynie.edwards@tamucc.edu">dessynie.edwards@tamucc.edu</a></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doyne “Scott” Elliff</td>
<td>Public School Administration/ Superintendency</td>
<td>361-825-4637 <a href="mailto:doyne.elliff@tamucc.edu">doyne.elliff@tamucc.edu</a></td>
</tr>
<tr>
<td>Visiting Assistant Clinical Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lynn Hemmer</td>
<td>Public School Administration/ Alternative education</td>
<td>361-825-3702 <a href="mailto:lynn.hemmer@tamucc.edu">lynn.hemmer@tamucc.edu</a></td>
</tr>
<tr>
<td>Associate Professor</td>
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</tr>
</tbody>
</table>

## Admission, Eligibility, and Dismissal

### Admission and Eligibility:

**Master’s Degree in Educational Administration**

To be eligible for admission into the Master’s Degree Program, the following requirements must be met:

• All general graduate admission requirements of the University.
• A minimum undergraduate GPA of 3.00 and a graduate GPA of 3.00 on the last 60 semester credit hours of undergraduate work and any previous work in graduate school;
• Completion of The Goal Statement (300 to 400 words) as required on the application form to detail reasons for pursuing a graduate degree in Educational Administration and certification in the principalship; and,
• Completion of the Program Attestation Form.

A score of 3 or 4 The Goal Statement as evaluated by department faculty holistically on a scale of 1 – 4; however, applicants who have submitted all required application documents, but who do not meet the minimum GPA of 3.00, may enroll in a conditional status in courses approved by the chair of the department. (See “Conditional Status” in the “Admissions” section of the Graduate Catalog.) Note: Such students must achieve not less than a 3.00 GPA in the specified courses. After completing at least 6 semester credit hours with a GPA of not less than 3.00 at this University, applicants may continue the application process into the program.

Principalship Program

To be eligible for admission into Principalship Certification (either as part of the Masters in EDAD or for Certification only), the following requirements must be met:

• Master’s degree from a university accredited by an agency recognized by the Texas Higher Education Coordinating Board;
• Hold a teacher certificate issued by the TEA or the equivalent issued by another state or country. (Note: By point of seeking certification, candidate must have two complete years of teaching experience.)
• Graduate GPA of 3.0 or greater; or *Conditional Admission as above, and
• MUST have provided signature where appropriate and uploaded all TEA required documents into the Apply Texas portal including:
  o the TEA Educator Code of Ethics,
  o FERPA document,
  o PCH (Preliminary Criminal History), and
  o Educator Service Record.
  o Candidate acknowledges that ultimate certification is contingent upon submission of these documents, AND, ADDITIONALLY,
    ▪ submission of a TEA technology fee of $35 is required upon acceptance of program participation.
    ▪ a passing score on the appropriate exam – principal or superintendent,
    ▪ Note: Educator Service Record may need to be updated if demonstrative of less than two years at point of certification.
• Commitment from a certified principal to support the candidate during the program.

NOTE: This form is completed during the practicum experience.
Superintendent Program

To be eligible for admission into Superintendent Certification (either as part of the doctoral program in EDLD or for Superintendent Certification only), the following requirements must be met:

- Master’s degree from a university accredited by an agency recognized by the Texas Higher Education Coordinating Board;
- Hold a principal certificate issued by the TEA or the equivalent issued by another state or country, or TEA approval of minimum of three years of district-level leadership experience in lieu of principal certification.
- Graduate GPA of 3.0 or greater; or *Conditional Admission as above, and
- MUST have provided signature where appropriate and uploaded all TEA required documents into the Apply Texas portal including:
  - the TEA Educator Code of Ethics,
  - FERPA document,
  - PCH (Preliminary Criminal History), and
  - Educator Service Record.
  - Candidate acknowledges that ultimate certification is contingent upon submission of these documents, AND, ADDITIONALLY,
    - submission of a TEA technology fee of $35 is required upon acceptance of program participation.
    - a passing score on the appropriate exam – principal or superintendent,
    - Note: Educator Service Record may need to be updated if demonstrative of less than two years at point of certification.
- Commitment from a public-school district superintendent to support the candidate during the practicum experience course.

Dismissal:

Per TAC 228.20(h) effective October 15th, 2020, students who complete an attestation form (retroactive or upon admission) citing expected leadership ethical conduct and disposition, agree upon signature provided on that form to the faculty decision regarding continuation in the certification program (principal or superintendent). See Attestation form in Appendix A.

The Educational Administration Program

The Educational Administration (EDAD) Program includes both degree and certification-only programs.

The non-thesis Master of Science (MS) degree is a 36-semester credit hour program with a specialization in the principalship. The principalship specialization encompasses required and
Master of Science (MS) Degree Plan

A. College Master’s Degree Requirements (6 Semester Credit Hours)

- EDFN 5301 - Introduction to Research
- ERST 5302 - Studies in Equality of Educational Opportunities

B. Specialized Core Courses (12 Semester Credit Hours) [Taken First]

- EDAD 5304 - Introduction to the Principalship+
- EDAD 5366 - Personnel Management
- EDAD 5376 - Supervision of Instruction +
- EDAD 5377 - Teacher Appraisal Systems+

C. General Administrative Competencies (12 semester credit hours) [Taken After Block B.]

- EDAD 5363 - Public School Law+
- EDAD 5378 - Application of Administrative Concepts **+
- EDAD 5399 - School Administration Practicum ***+ (Six hours across 2 semesters if admitted in Fall 2020)

D. Electives (6 Semester Credit Hours) [Taken Anytime in Program]

- EDAD 5360 - Organizational Theory
- EDAD 5364 - Management of Educational Programs & Special Units
- EDAD 5374 - Campus Finance and Budgeting
- EDAD 5375 - Communication & Community Relations
- IDET 5380 - Technology for Administrators

Prerequisites:

** EDAD 5378 should be taken in the last semester of course work
*** EDAD 5399 should be taken in the last semester of course work
(+) Required course for “Certification Only”

The two certification-only components are the principal preparation component (24 semester credit hours) and the superintendent preparation component (15 semester credit hours).
### Program Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>PrincipalshipCourses</th>
<th>Number</th>
<th>SuperintendencyCourses</th>
</tr>
</thead>
<tbody>
<tr>
<td>5304</td>
<td>Introduction to thePrincipalship</td>
<td>5311</td>
<td>Current Topics Law &amp;Facilities</td>
</tr>
<tr>
<td>5360</td>
<td>Organizational Theory</td>
<td>5367</td>
<td>Public School Finance</td>
</tr>
<tr>
<td>5363</td>
<td>Public School Law</td>
<td>5368</td>
<td>Public School Relations</td>
</tr>
<tr>
<td>5364</td>
<td>Management of Educational Programs</td>
<td>5369</td>
<td>The School Superintendency</td>
</tr>
<tr>
<td>5366</td>
<td>School Personnel Management</td>
<td>5398</td>
<td>Practicum in the Superintendency</td>
</tr>
<tr>
<td>5374</td>
<td>Campus Finance &amp;Budgeting</td>
<td></td>
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</tr>
<tr>
<td>5375</td>
<td>Communication &amp;Community Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5376</td>
<td>Supervision ofInstruction</td>
<td></td>
<td></td>
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<tr>
<td>5377</td>
<td>Teacher Appraisal System</td>
<td></td>
<td></td>
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<tr>
<td>5378</td>
<td>Application ofAdministrative Concepts</td>
<td></td>
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<tr>
<td>5399</td>
<td>School Administration Practicum</td>
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<tr>
<td>5696</td>
<td>Directed Independent Study</td>
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</table>

### The Practicum Experience

The practicum (internship) experience is an integral part of the principal and superintendent preparation programs. Students must complete 160 clock hours of administrative experiences while enrolled in EDAD 5399 School Administration Practicum (Principalship) or EDAD 5398 Practicum in the School Superintendency (Superintendent). These administrative experiences are designed to be accrued during the fall and spring semester. However, immediately prior the practicum semester, students may collect/record up to 20 hours, with the approval of the University Field Supervisor. The Principal (Campus Supervisor) or Superintendent (District Supervisor) should be directing the campus activities developed in the proposal and be interacting meaningfully with the candidate concerning these experiences.

### Final (Comprehensive) Exam

The Master of Science Degree (MS) in Educational Administration includes a final comprehensive examination which includes a required written component and may include an
oral component depending on the outcome of the written component. The final comprehensive examination may not be conducted prior to the mid-point of the semester or the summer session the student will complete the remaining required coursework. Deadlines for the final/comprehensive exam are set to ensure compliance with the timeline set by the College of Graduate Studies.

To be eligible to take the final exam, a student must have applied for graduation. Notification of the date/time of the exam will be sent to those students who have applied for graduation within the first five weeks of their final semester (spring or fall) or by the second week of June for an August graduation. It is the student’s responsibility to apply for graduation and then check his/her email account (University Islander account) that is set up to receive university information.

State Principal or Superintendent Examination

Passing the TExES #268 Principal as Instructional Leader and #368 Performance Assessment for School Leaders (PASL) exams are both required for attaining a Principal as Instructional Leader certification. Passing the TExES 195 Superintendent is required for attaining the Superintendent Certification.

TExES Testing Procedures

TEXES Approval/Request System (TAR)
Each time you wish to test, you must notify TAMUCC via TAR at http://tar.tamucc.edu. Requests are not processed on weekends or holidays, so plan accordingly.

To Register for TAR
1. Go to the TAR Website: http://tar.tamucc.edu
2. Click on “Create Your New TAR Account” and follow the directions. (It is at the top of the page on the right-hand side.)
3. Go back to the TAR Website
4. Click on “Log into Your Account” with you’re A# and birth date: (mm/dd/yyyy) and follow the directions. (It is also at the top of the page on the right-hand side.) Be sure to submit your request to test.
5. NOTE: TAR still reflects 068 but the notes will reflect the appropriate exam.

Things to Know While Accessing TAR
- You must use your Islander email address
- Using the Scroll Button will change your responses
- Your route is Professional Certification and your university status Graduate.
What Happens Next?
You will receive an e-mail from TAR on your request status: Approved or Denied based on a review and assessment by the designated faculty member (TAR Approval Administrator) in the Educational Administration Department.
If test approval is granted, the Certification Office will provide notification via email once approval is uploaded to TEA. Candidates will then have ability to register/schedule their respective exam with Pearson or ETS (PASL only).

To Register with the State of Texas to take TExES #268 and PASL #368 (Principal) or TExES #195 (Superintendent)

1. Use your TEA ID# and create your account at https://home.pearsonvue.com/tea
2. Follow the directions provided at this link. Be sure to print and/or screenshot any receipts provided.

To Register with the State of Texas to take PASL #368 (Principal)

https://www.ets.org/ptc/test-takers/school-leaders/register/

Review the ‘Before You Register’ information presented by ETS before following steps on ‘How to Register’ for the PASL assessment.

Things to Know about State Registration to Take TExES #268 and #368 or #195.
- During the Pearson registration process, you will see the test you have been approved to take & payment for exam will be required. Once payment has been submitted, a candidate will be allowed to schedule the date, location and the time of the test. Candidates must read through Pearson’s testing center admission & rescheduling policies provided in their appointment confirmation email.
- During the ETS registration process (PASL only), you will create an account, select test & submission window, identify state & EPP (Texas A&M University – Corpus Christi), select score recipients, provide required information, & finally pay for exam. You will receive an email from ETS confirming your registration. Make sure to read their testing & admission policies in place for ETS testing centers.
- If no test is listed, you have not been approved by TAMUCC to test and your information has not been uploaded to TEA. Go back to TAR and request permission to test.

Contacts for Questions and Clarifications
If you have questions about TAR, please contact Rose Zuniga (361) 825-2433 or Carol Pike (361) 825-3074.

Information Regarding Test Day
• You must be at the testing site 30 to 45 minutes before testing begins.
• You must have **two** forms of picture ID. *You will not be allowed to test without two forms of picture ID or if IDs are expired.* Make sure to have a valid driver’s license, passport, Sand Dollar card, &/or a district campus ID. Test fees will **not** be reimbursed.
• Do not bring a cell phone into the test center. Cell phones are prohibited in testing centers.
• You may be photographed and fingerprinted before testing.

**Texas A&M University-Corpus Christi**  
**Requirements for Professional Certification-Principal or Superintendent**

The state examinations affect not only your certification status, but also the accreditation of educator preparation programs at Texas A&M University-Corpus Christi. The Principal Preparation Advisory Committee recommended the following practices to help ensure the success of Texas A&M University-Corpus Christi principal and superintendent candidates and the continuing accreditation of the educational administration preparation programs.

**PRINCIPAL EXAMINATION (REVIEW REQUIRED)**

Candidates are not permitted to test until an approved review session has been completed as approved by the EDAD faculty.

**Superintendent Examination (PRACTICE EXAM REQUIRED)**

Students in the superintendency program must take a practice exam. A score of less than 85% on the practice exam will require a review session with a faculty member before being approval is granted to take the exam. Contact Dr. Elliff for more information.

**Application Procedure for Professional Service Certificate**

**When to Apply?**
1. Completion of minimum master’s degree
2. After final grades in last semester are officially recorded in University system for this program
3. Passing of required state-licensing exams (TExES)
4. Completion of all program requirements.
Steps to Apply Online:
1. Log on to https://tealprod.tea.state.tx.us/
2. Log into your TEAL/state account to enter Educator Certification Online System on opening screen and log on with assigned password and username
   *If unable to log into your account, utilize the ‘forgot password/username’ options.*
3. Select “Applications”
4. Select “Standard Certificate” and follow the sequence of screens providing required information *(select “Texas A&M University-Corpus Christi: University Based” as requested on one of these screens)*
5. Make application fee payment to Texas Education Agency. Be prepared to make payment online via credit card on one of these screens.
6. Certification Office needs to be notified via email by candidate once application has been submitted. Email: Rose.Zuniga@tamucc.edu

University Recommendation:
**Once notification has been sent by candidate,** a review of your file is then accomplished to verify that all requirements have been met, including verification of candidate’s Educator service record. An online notification is sent to the Texas Education Agency (TEA) confirming that the University recommends the candidate for the certificate. This step normally occurs within 24 hours of the online application.

Official Notification from Texas Education Agency:
Upon receipt of your application and University recommendation, the Texas Education Agency makes available for inquiring Texas school districts to have TEA online access of the status of your certificate application. You may make reference of this as official documentation to provide your hiring school district while waiting for the certificate processing to be finalized.

**TExES Testing Policy**

If a candidate waits several years after completing his/her educational administration master’s degree, please view the most current policy posted on the College of Education Webpage under the Principal Certification Updates link here: https://edld.tamucc.edu/

**Texas Sec. 21.048. Certification Examinations**

New Texas Education Agency Rule: Individuals may take the same exam a total of five times. After the fifth attempt, the TEA will have to give approval to retake the exam.

Texas A&M University-CC: TExES Principal and Superintendent Exams Remediation Policy
In the event a candidate fails the principal or superintendent exam, there is a state mandated wait period before a retest is available. Effective June 2, 2020, the waiting period to retake a Texas educator certification examination will change from 45 days to 30 days.

Candidates who have not taken and passed certification exams and/or applied for certification within five years of program completion date will be required to repeat or complete additional coursework, pass practice exams and engage in the services of outside test preparation programs. Failure to complete all requirements in the certification process within this timeframe may render the candidate ineligible to continue testing or be recommended for certification by Texas A&M University-Corpus Christi. **Texas A&M University-Corpus Christi reserves the right to deny certification recommendation beyond five (5) years of candidate program completion without any further consideration.** 19 TAC 228.40(d) Appeals related to any portion of this program policy must be made in writing to the Dean of the College of Education and Human Development at Texas A&M University-Corpus Christi, with information copies of the appeal provided to the appropriate department chair and program coordinator.

**Waiver Application Limitation of Certification Examination Attempts**

The Texas Education Code Section 21.048 (a-1) specifies that a person may not retake an examination more than four times unless the State Board for Educator Certification (SBEC) waives the limitation for good cause. NOTE: The initial testing plus four retake attempts comprises the five-attempt limit. Good cause is defined as a substantial change in the degree of the candidate’s learning by way of education, work, experience, and/or training that makes it probable the candidate will pass the examination for which the waiver is submitted. The burden of proof is on the applicant to demonstrate good cause.

The waiver application must arrive by mail at the address below not later than 45 calendar days prior to an SBEC meeting to be considered at the meeting. SBEC meeting dates can be found at [http://tea.texas.gov/About_TEA/Leadership/State_Board_for_Educator_Certification/SBEC_Meetings/State_Board_for_Educator_Certification_Meetings/](http://tea.texas.gov/About_TEA/Leadership/State_Board_for_Educator_Certification/SBEC_Meetings/State_Board_for_Educator_Certification_Meetings/).

Waiver Requests received after the 45-day deadline will be eligible for the next SBEC meeting. Faxed or emailed applications will not be accepted.

Texas Education Agency Educator Testing  WBT 5-100  1701 North Congress Avenue Austin, Texas 78701-1494

Waiver Request forms and information can be found at [https://tea.texas.gov/texas-educators/certification/educator-testing/test-limit-waiver-information](https://tea.texas.gov/texas-educators/certification/educator-testing/test-limit-waiver-information).
Probationary Principal Certificate

Probationary Certification, which is good for one year, is for those who have secured a position for which principal certification is required by the state. In accordance with Texas Education Agency guidelines, every certification candidate on a probationary certificate must be supervised for the duration of their probationary status. See below for further details.

Eligibility
Candidates in the Educational Administration program who wish to obtain a Probationary Principal Certificate must meet the eligibility requirements listed below before applying.

Professional requirements
At least two years teaching experience. District acknowledgement indicating that a probationary certificate is acceptable for the position.

Academic requirements
Be a student in good standing in the Educational Administration program at TAMU-CC.
Have completed the following courses (with grades A or B):
- EDAD 5304 – Introduction to the Principalship
- EDAD 5376 – Supervision of Instruction
- EDAD 5377 – Teacher Appraisal System
- EDAD 5363 – Public School Law

Additional requirements
- EDAD students employed in jobs using Year 1 of the Probationary Principal Certificate must be enrolled in EDAD 5399 (School Administration Practicum).
- If the candidate has completed the program, and at least three semester hours of internship (practicum) and request a Probationary Principal Certificate for Year 2 and/or Year 3, the student must enroll in EDLD 5396 Directed Studies (Practicum in Educational Administration 1-3 semester credit hours).
- EDLD 5396 includes individually supervised field experience with unit-level or institutional-level educational administrator with related applied research activity.

Note: The Principal Probationary Certificate is currently being reviewed by the State Board of Educator Certification (SBEC) and The Texas Education Agency (TEA). The requirements and parameters for the certification are likely to be revised. The Handbook will be updated as the information is received from the aforementioned state agencies.
APPENDIX A

Texas A&M University - Corpus Christi
Department of Educational Leadership

Statement of Understanding

Students enrolled in the Educational Leadership Department must maintain high scholastic standards and develop leadership skills necessary to work with various diverse stakeholders in educational institutions. Students are expected to adhere to the Texas Education Agency Code of Ethics located at:
https://tea.texas.gov/Texas_Educators/Investigations/Educators__Code_of_Ethics/

A student’s acceptance in the Educational Leadership Department comes with responsibility. At any time, if a faculty member determines that a student’s disposition as evidenced by his/her behaviors or attitudes are of concern as outlined in the policies indicated above, the faculty member may refer the student to the program faculty and he/she may be referred to a faculty review committee to discuss the student’s needs relative to his or her particular program and continuation in that program. In accordance with departmental goals and standards, we expect our students in leadership to demonstrate appropriate disposition and civility with one another, and with faculty, as per the statement below:

Statement of Civility

Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

I, ______________________________________________ (student name), accept admission into the Educational Leadership department. My program and pursuits include:

Choose One:

______Seeking Master degree in Educational Administration
______Seeking Doctoral degree in Educational Leadership
______Non-degree seeking at this time

Choose One:

______Seeking Principal Certification
______Seeking Superintendent Certification
______Not seeking Certification

I have read the appropriate Student Handbook from the Texas A & M University Corpus Christi Educational Leadership Department located under EDLD or EDAD at https://gradschool.tamucc.edu/degrees/education/index.html

I understand the policies and procedures as stated in the Handbook, including the Student Review and Retention Policy. I agree to fulfill the requirements as stated and to abide by the policies set forth herein as well as to comply with all applicable state and federal laws and policies, rules, regulations, and procedures of Texas A&M University System and Texas A&M University - Corpus Christi.

I understand that a program in leadership requires appropriate leadership disposition. I agree to demonstrate appropriate leadership disposition and I agree to abide by the aforementioned civility statement as well.

I further agree that the faculty of the Educational Leadership department at Texas A & M University Corpus Christi has the right and responsibility to monitor my academic progress, my professional ethical behavior, and my personal disposition.

If in the opinion of the faculty, any or all of these are in question, I agree to abide by the faculty’s decision as to whether or not I will continue in the program.

__________________________ ____________________________
Printed or Typed Student Name Student Signature Date

__________________________ Circle One: EDAD EDLD
Department Chair Signature Date