

**The Principal Certificate,
Including the Required Principal Assessment Process
(19 TAC Chapter 241)**

ALL PROVISIONS OF THIS CHAPTER EXCEPT §241.20 BECAME EFFECTIVE ON SEPTEMBER 1, 2001.
§241.20 "REQUIREMENTS FOR THE FIRST-TIME PRINCIPAL IN TEXAS" BECOMES EFFECTIVE ON
SEPTEMBER 1, 2002.
THESE RULES WERE INITIALLY ADOPTED IN JANUARY 1999.

Note: These questions and answers apply to both principals and assistant principals. For ease of reading, only "principal" will be used.

1. What is the difference between the Lifetime Mid-Management, Standard Mid-Management, and Standard Principal certificates?

One of these certificates is required for individuals serving in principal or assistant principal positions in Texas public schools. All three require that the holder have successfully completed an approved certification program for principals, passed the appropriate certification examination, have two years of successful classroom teaching experience, and have a Master's degree. Their differences are as follows:

- ⌚ The Lifetime Mid-Management Certificate was issued until September 1, 1999, to individuals who had fulfilled the requirements listed above. In addition, these individuals had to have a Texas teacher's certificate. The certificate was issued as a lifetime certificate and the holder does not have to renew the certificate. Preparation for this certificate was based on defined coursework and accumulation of semester credit hours.
- ⌚ The Standard Mid-Management Certificate was issued from September 1, 1999 to August 31, 2000 to individuals who had fulfilled the requirements listed above. These individuals also had to have a Texas teacher's certificate. This certificate was issued as a standard certificate and the holder has to renew the certificate every five years. Preparation for this certificate was also based on defined coursework and accumulation of semester credit hours.
- ⌚ The Standard Principal Certificate has been issued since September 1, 2000 to individuals who have fulfilled the requirements listed above. However, these individuals are not required to have a Texas teacher's certificate. This certificate is issued as a standard certificate and the holder has to renew the certificate every five years. Preparation for this certificate is based on the standards, knowledge, and skills that must be demonstrated by the candidate. How this preparation is provided, whether clock hour or semester hour, is determined by the entity offering the training. In addition, the preparation program must develop and implement specific criteria and procedures that allow individuals admitted to a principal program to substitute experience and/or professional training related directly to the standards for part of the preparation program requirements. This requirement expresses the Board's intent that individuals not be required to complete training for knowledge and skills that they can demonstrate upon admission to the program.

2. What is required to renew the Standard Mid-Management or Standard Principal Certificate?

Individuals renewing the Standard Mid-Management or Standard Principal Certificates must complete 200 clock hours of continuing professional education during the five-year validity period of the certificate. The continuing professional education hours should be based on the standards for the certificate as listed in 19 TAC Chapter 241 Principal Certificate. Principals who hold a lifetime Mid-Management certificate may voluntarily choose to comply with renewal requirements for the Standard certificate, but are not required to do so. SBEC will indicate on the virtual certificate those principals who have satisfied the renewal requirements. Answers to other questions about the renewal process applicable to all educators can be found in the Frequently Asked Questions titled Standard Certificate and Renewal Requirements as well as in the section titled Information for Principals at <http://www.sbec.state.tx.us/SBECOnline/certinfo/certren.asp>. You can also refer to 19 TAC Chapter 232, Subchapter R. Certificate Renewal and Continuing Professional Education Requirements at [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=7&ch=232&sch=R&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=7&ch=232&sch=R&rl=Y) for more detailed information.

3. What is the assessment process required by law and who has to do it?

The assessment process, through a series of job-like activities, is designed to provide feedback from trained assessors about the principal's knowledge and skills as related to the seven standards for the Principal's certificate. This feedback should then be used by the principal to develop a long-term professional growth plan. The results of the assessment and the professional growth plan are confidential by law and may only be released with the approval of the principal being assessed.

The Texas Education Code (Sec. 21.054) requires all principals to go through this assessment process once every five years as long as he/she remains employed as a principal. For example, individuals who were employed as a principal on September 1, 1999 must complete an approved assessment process and develop a professional growth plan no later than September 1, 2004 in order to comply with the law. This requirement applies, irrespective of whether the principal holds a lifetime or standard certificate. Also, the professional education hours associated with the assessment and professional growth plan may count towards the total of 200 clock hours for renewal of the Standard certificate.

4. What happens if a principal fails the assessment?

The assessment process does not generate a grade.

5. Can the district's annual appraisal of the principal substitute for the required assessment process?

No. An appraisal is based on an evaluation of performance on the job and is typically conducted by a supervisor with authority to recommend continuation or termination of employment. The assessment process required by SBEC is designed solely as a diagnostic tool to be used strictly to guide the individual's professional development and must be conducted by assessors with no authority or involvement in employment decisions relating to the principal being assessed.

6. Who provides the assessments?

Both the assessments and the providers must be approved by the SBEC executive director. The approval applications and procedures are posted to the SBEC Website at <http://www.sbec.state.tx.us/SBECOnline/certinfo/certren.asp>. Current providers include regional education service centers, state and national professional organizations, institutions of higher education, and school districts. A list of the approved assessment providers and assessment instruments is provided at <http://www.sbec.state.tx.us/SBECOnline/certinfo/certren.asp>.

7. How much will the assessment process cost?

Each assessment provider will set the cost based upon arrangements between the provider, local school districts, and the education service center.

8. As a new principal, when do I have to complete the assessment and who will select and pay for the assessment?

The principal is required by Board rule to select an assessment from the list of approved instruments and should complete the assessment within the first year of employment. The principal being assessed is responsible for choosing and paying for an approved assessment. While school districts may elect to cover all or part of the cost of the assessment, they are not required to do so.

9. If the school district pays for all or part of the assessment, does the superintendent or other central office administrator have the right to view the results of the assessment?

No. As previously stated in Question #3, the assessment results are protected by law and can not be released unless the principal chooses to release them.

10. Can a school district require a principal to participate in a particular assessment?

No. The principal is responsible for selecting and completing an assessment. However, a school district can specify which assessments it will pay for, if any.

11. How will SBEC know whether a principal has completed an assessment?

The provider must report to SBEC the names of the principals that complete an assessment process as well as the date of completion. SBEC will eventually make this information available to school districts on each principal's virtual certificate. Currently, two lists of the principals who have completed the assessment are posted at <http://www.sbec.state.tx.us/reports/default.asp>. One list is alphabetical by school district and the other list is alphabetical by the individual's last name.

12. Does completing assessor training and serving as an assessor satisfy the assessment requirement?

No. An assessor who is employed as a principal must participate in an assessment process and receive feedback on his/her performance in the principalship. Serving as an assessor can be counted toward the 200 clock hours of continuing professional education required for renewal.

13. What happens if a principal does not complete the required assessment?

If a principal who holds a lifetime certificate does not complete the assessment, the Board could sanction his/her certificate because failure to comply with the law is a violation of the Code of Ethics. If a principal who holds the Standard Certificate does not complete the assessment, his/her certificate could be placed on inactive status and he/she would be ineligible for employment as a principal in a Texas public school. But again, the requirement for the assessment is applicable only to individuals employed as a principal.

14. Are new principals required to have mentoring support like new superintendents?

Beginning September 1, 2002, all principals employed for the first time as a campus administrator (including the first time in the state) are required to participate in, at least, a one-year induction period with mentoring support. The induction period should be a structured, systematic process for assisting the new principal in further developing skills in guiding the everyday operation of a school, adjusting to the particular culture of a school district, and in developing a personal awareness of self in the campus administrator role. 19 TAC Chapter 241, Principal Certificate, paragraph §241.20 in the Board rule provides additional information.

15. What is the difference between the Principal ExCET and the Principal TExES certification examinations?

The former Principal (Mid-Management Administrator) ExCET exam was reviewed by practicing principals and revised as needed to ensure that the content was aligned with the new certification standards. Although this redeveloped Principal ExCET exam, administered for the first time during the 2000-01 school year, represented the first stage of the new testing and certification program, the new program had not yet been renamed as TExES. As of the Fall 2002, the Principal ExCET will be designated as the Principal TExES (Texas Examination of Educator Standards) to reflect this change; however, the content and structure of this test has not changed.