



PRINCIPAL - STANDARD CERTIFICATE RENEWAL AND CONTINUING PROFESSIONAL EDUCATION REQUIREMENTS

GENERAL PROVISIONS FOR CERTIFICATE RENEWAL

To be eligible for renewal, the school Principal must satisfy Continuing Professional Education (CPE) requirements. The renewal date of a Standard Certificate will be five years after the last day of the certificate holder's birth month. If a school Principal holds multiple certificates, all can be renewed concurrently and all are subject to renewal during the certificate holder's birth month five years after the earliest certificate was issued. Principals who fail to satisfy each of the requirements to renew their Standard Certificate(s) by the renewal date move to inactive status and are ineligible for employment in a Texas public school district in a position for which that certificate is required until all appropriate requirements are satisfied.

CERTIFICATE RENEWAL REQUIREMENTS

Section 21.054 of the Texas Education Code requires all principals to develop a professional growth plan based on the results of an individual assessment which measures the knowledge and skills necessary for success as a principal. The assessment and growth plan are to be used exclusively for professional growth purposes. The State Board for Educator Certification (SBEC) has adopted rules to implement this requirement (19 TAC Chapter 241, Principal Certificate). Beginning September 1, 1999 , all employed principals and assistant principals must complete an assessment and develop an individualized professional growth plan every five years.

The assessment process is designed to provide feedback from objective assessors about the principal's knowledge and skills in the seven certification standards listed in 19 TAC Chapter 241. The feedback is to 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.

All school Principals are required to complete at least **200 clock hours** of Continuing Professional Education (CPE) during each five-year renewal period. School Principals are encouraged to complete a minimum of 40 clock hours of CPE each year of the renewal period. One semester hour of credit earned at an accredited institution of higher education is equivalent to 15 CPE clock hours. Self-assessment activities must be conducted during the first year of each five-year renewal period and completed in a 30-day period of time. Principals serving as assessors may apply up to a maximum of 20 clock hours toward certificate renewal during the 5-year renewal period. **NOTE: Only those professional education activities from approved registered providers will be accepted for renewal purposes.**

ACCEPTABLE CONTINUING PROFESSIONAL EDUCATIONAL ACTIVITIES

Types of acceptable Continuing Professional Education (CPE) activities include:

1. participation in institutes, workshops, seminars, conferences, in-service or staff development which are related to or enhance the professional knowledge and skills of the educator;
2. completion of undergraduate courses in the content area knowledge and skills related to the certificate being renewed, graduate courses, or training programs which are taken through an accredited institution of higher education; (One semester hour of credit earned at an accredited institution of higher education is equivalent to 15 CPE clock hours.)
3. participation in interactive distance learning, video conferencing, or on-line activities or conferences;
4. independent study, not to exceed 20% of the required clock hours, which may include self-study of relevant professional materials (books, journals, periodicals, video/audio tapes, computer software, and on-line information) or authoring a published work;
5. development of curriculum or CPE training materials;
6. serving as an assessor (does not include the required annual evaluation of the principal) for the principal assessment process [TAC §241.35], not to exceed 10% of the required clock hours;
7. teaching or presenting a CPE activity, not to exceed 10% of the required clock hours; and/or
8. providing professional guidance as a mentor educator, not to exceed 30% of the required clock hours.

Acceptable Content Areas of Required Continuing Professional Education Hours

(b) One semester credit hour earned at an accredited institution of higher education is equivalent to 15 CPE clock hours.

(c) At least 80% of the CPE activities should be directly related to the certificate(s) being renewed and focus on the standards required for the initial issuance of the certificate(s), including:

- (1) content area knowledge and skills;
- (2) professional ethics and standards of conduct;
- (3) professional development, which should encompass topics such as the following:
 - (A) district and campus priorities and objectives;
 - (B) child development, including research on how children learn;
 - (C) discipline management;
 - (D) applicable federal and state laws;
 - (E) diversity and special needs of student populations;
 - (F) increasing and maintaining parental involvement;
 - (G) integration of technology into educational practices;
 - (H) ensuring that students read on or above grade level;
 - (I) diagnosing and removing obstacles to student achievement; and
 - (J) instructional techniques.

(d) Educators are encouraged to identify CPE activities based on results of the annual appraisal required under TEC, Chapter 21, Subchapter H.

How to Renew Your Certificate:

1. Go to the SBEC web site www.sbec.state.tx.us
 2. Log onto the "SBEC on line for Educators" at the top of the page.
 - a. If you have already registered, log in with your user name and password.
 - b. If not, create a new user.
 3. On the left side of the page click on "Applications"
 4. Then Click on "Renew a Standard Certificate"
 5. You will check a box attesting to having completed the required CPE hours.
 - a. SBEC is not requiring that educators submit written evidence of completion of CPE, but rather keep that information available in a personal file in the event that they are ever audited.
- Certificates can be renewed up to 6 months prior to the expiration date.
 - For a list of providers, please see: <http://www.sbec.state.tx.us/SBECOnline/certinfo/regprov.asp>
 - For information regarding acceptable CPE credit, please see: http://www.sbec.state.tx.us/SBECOnline/certinfo/faq_certrenew.asp
 - The fee for certificate renewal is \$20 for most educators and \$10 for educational aides. Additional fees are assessed for late renewal and reactivation of an inactive certificate. Online payment of certification fees is available.
 - Any questions about the online application or use of the online system should be directed to the SBEC at 1-888-863-5880.

DIRECTIONS

Written documentation and verification of the completion of all activities applied toward Continuing Professional Education (CPE) requirements for Standard Certificate renewal shall be maintained by each Principal.

The Standard Certificate 5-Year Renewal Worksheet for the School Principal is provided to assist you in tracking your **200 CPE clock hours** and should be updated as soon as your continuing education requirements are completed. This certificate renewal worksheet (also available on the SBEC website at www.sbec.state.tx.us) is provided for your use only and does not have to be submitted to SBEC for renewal.

SBEC is not requiring that educators submit written evidence of completion of CPE, but rather keep that information available in a personal file in the event that they are ever audited.

It is the responsibility of the educator and the ISD to determine which workshops or trainings meet the requirements for standard certificate renewal. SBEC staff will not make these determinations. Please do not contact SBEC staff requesting verification of CPE activities. CPE applicability determinations must be documented and maintained locally.

PRINCIPAL - STANDARD CERTIFICATE 5-YEAR RENEWAL WORKSHEET

Name: Last	First	Middle Initial	Renewal Month/Year
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Certificate/Endorsement(s)	Certificate Number		Social Security Number			
Designated Renewal Areas	Area 1 Learner-Centered Standards (no limit)	Area 2 Independent Study (40 hr limit)	Area 3 Teaching or Presenting CPEs (20 hr limit)	Area 4 Mentor Educator (60 hr limit)	Area 5 Serving As An Assessor (20 hr limit)	5 Year Total Hours For Certificate Renewal
Hours Earned (Summary)						

Continuing Professional Education (CPE) Activity Areas	Renewal Year 1 1 Clock Hours	Renewal Year 2 1 Clock Hours	Renewal Year 3 3 Clock Hours	Renewal Year 4 4 Clock Hours	Renewal Year 5 5 Clock Hours
Area 1: Learner-Centered Standards					
Values and Ethics of Leadership					
Leadership and District Culture					
Human Resources Leadership and Management					
Policy and Governance					
Communications and Community Relations					
Organizational Leadership and Management					
Curriculum Planning and Development					
Instructional Leadership and Management					
Area 2: Independent Study					
Area 3: Teaching/Presenting CPEs					
Area 4: Mentor Educator					
Area 5: Serving As An Assessor					