Checklist for the Probationary Certificate for Principal/Superintendent

Candidates must submit to their advisor a complete packet containing the following:

_____ 1. Letter of application. Letter should be addressed to the Probationary Certification Committee.
_____ 2. Copy of valid teacher certificate.
_____ 3. Updated, signed service record to show completion of at least 2 years teaching experience in a K-12 public or accredited private school.
_____ 4. Updated Sul Ross transcript to show completion of the required graduate hours coursework directly related to Principal or Superintendent duties and verification of grade point average (3.0 or higher).
_____ 5. Updated certification plan and proposed schedule for completion.
_____ 6. Letter of employment. The letter must verify the position that the candidate will hold and the starting date for the position. The letter should also include district identifying information, campus identifying information, the immediate supervisor contact information, and a statement of understanding that a university-based Probationary Certification is good for one year and is renewable each year (up to three years) at the discretion of the university-based Probationary Certification Committee.
_____ 7. A professional resume or curriculum vitae.
_____ 8. A current photograph (optional).

Please allow 14 working days for the packet to be reviewed.

Candidates approved for the probationary certificate must apply on the SBEC website (http://www.sbec.state.tx.us). Application fees are paid directly to SBEC.

Additional information is available on the Sul Ross website (http://faculty.sulross.edu/sullivan). If you have questions or concerns, please consult your advisor.