Probationary Certification Process & Requirements

Application Process & Requirements
In order to be considered for a probationary certificate for assistant principal, principal, or superintendent, interested persons (the "candidate") must apply to the Department of Education/Educational Administration Probationary Certification Committee.

To begin the process, the candidate must provide to the Probationary Certification Committee evidence of the following:

- He/she is eligible under SBEC minimum requirements for the probationary certification; that is:
  1. He/she has a valid teacher certification and is in good standing, and
  2. He/she has taught a minimum of 2 years.
- He/she is matriculated and in good standing with the University;
- He/she has an overall GPA of 3.0 or higher;
- For Principal candidates, he/she has completed a minimum of 12 semester credit hours on the approved Standard Principal Certification plan.
- For Superintendent candidates, he/she is admitted into the Superintendent Certification Program and enrolled in courses on the approved Superintendent Certification Plan.
- He/she must submit an Application Form and these items:
  1. A professional resume and/or curriculum vitae
  2. A copy of his/her teaching certification
  3. A letter of employment from the superintendent (or his/her designee) of the district offering the candidate an administrative position. 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 position, the immediate supervisor contact information, and a statement of understanding that a university-based Probationary Certification is good for one year (up to three years) and is renewable each year at the discretion of the university-based Probationary Certification Committee.
  4. A Standard Principal or Superintendent Certification Plan with a tentative schedule for completing the required courses.
  5. A current photograph (optional)

When the application packet is complete, the candidate will submit the packet to the Probationary Certification Committee for consideration. Please allow 14 working days for the packet to be reviewed.

The Probationary Certification Committee is comprised of at least three members of the Educational Administration faculty. The committee will screen all applications and accompanying materials to determine eligibility and qualifications for candidates seeking a probationary certification (including applications for renewal). A candidate approved for Probationary Certification will be notified by the committee and a mentor will be assigned. Decisions rendered by the Probationary Certification Committee are final.

Program Requirements for Probationary Certification
Once the Probationary Certification Committee has approved a candidate’s application, the candidate will be placed in one of three tracks and must maintain the requirements of that track in order to keep their probationary certification in good standing.

**Track One (Pre-Internship)**
For Principal candidates, he/she has completed a minimum of 12 semester credit hours on the approved Standard Principal Certification plan.
For Superintendent candidates, he/she is admitted into the Superintendent Certification Program and enrolled in courses on the approved Superintendent Certification Plan.

The candidate in this track has (1) at least 12 semester hours, (2) but less than the 18 semester hours needed to enroll in ED 7313 Internship, (3) or the candidate has not yet enrolled in ED 7311 or ED 7313 Internship.

Candidates in this track must do the following to be in good standing:
- Meet with their appointed University mentor at least two times each semester (or more, at the discretion of the mentor). It is the candidate’s responsibility to schedule the appointments with their mentor at SRSU (or some other location at the discretion of the mentor) and to maintain a reflection of the appointment in the portfolio.
- Maintain the requisite documentation, which will include at least a portfolio highlighting learning aspects of the candidate’s work (or other documentation at the discretion of the mentor). A description of the necessary portfolio materials will be provided.

**Track Two (Internship)**
The candidate in this track is enrolled in ED 7311 or ED 7313 Internship.

Candidates in this track must do the following to be in good standing:
- Meet with their appointed University mentor each semester as described in the Principal or Superintendent Internship Handbook.
- Maintain the requisite documentation as specified in the Principal or Superintendent Internship Handbook.

**Track Three (Post-Internship)**
The candidate in this track has successfully completed ED 7311 or ED 7313, but has not taken the TExES Principal or Superintendent examination.

Candidates in this track must do the following to be in good standing:
- Meet with their appointed University mentor at least two times each semester (or more, at the discretion of the mentor). It is the candidate’s responsibility to schedule the appointments with their mentor at SRSU (or some other location at the discretion of the mentor) and to maintain a reflection of the appointment in the portfolio.
- Maintain the requisite documentation, which will include at least a portfolio highlighting learning aspects of the candidate’s work (or other documentation at the discretion of the mentor). A description of the necessary portfolio materials will be provided.

**Additional Requirements to Maintain Probationary Certification**
As a part of the responsibilities of Probationary Certification, candidates must do the following:
- Maintain continuous enrollment at Sul Ross State University during the length of the probationary certification.
- Maintain a grade point average of 3.0 or higher.
- Remain employed in good standing in an administrative position in a school or district.
- Maintain and meet the requirements of the SRSU Standard Principal or Superintendent Certification process.
- Understand that (1) the Probationary Certification is valid for one year only, (2) the Probationary Certification may be renewed given successful review and approval by the Probationary Certification Committee, and (3) a candidate may hold a Probationary Certification for a total of three years only.

**Terms of Probationary Certifications**
All university-based Probationary Principal or Superintendent Certifications are good for one year only from the date of application acceptance by the Probationary Certification Committee.

Probationary Principal or Superintendent Certifications may be renewed two times only for a total of three years: (initial year + two one-year renewals = three years).
Renewal Process & Requirements
To renew a Probationary Certification, candidates must do the following:
- Be in good standing with regard to currently issued Probationary Certification.
- Apply for renewal at least 30 days prior to the expiration of a current Probationary Certificate.
- Submit an Application packet (see Application Process & Requirements section above) to the Probationary Certification Committee for review.