CHECKLIST FOR PRINCIPAL AND SUPERINTENDENT CERTIFICATION

1. _____ Complete certification degree plan.
   - Coursework is complete.
   - Grades are posted.
   - Degree is posted

2. _____ Participate in an approved, required TExES EDAD Study Review.

3. _____ Complete ExCET/TExES certification exam(s) as required.

4. _____ Years of teaching experience complete.
   - Service record on file in the Department of Education.
   Recommendation cannot be completed without your signed service record from your school
district to show years of teaching experience. Service record may be mailed to SRSU-
Education, Box C-115, Alpine TX 79832 or faxed to #432-837-8390. If you have questions
about required years of teaching experience for your field, check your degree plan or contact
the SRSU-EDU certification office at #432-837-8199 or email to stobola@sulross.edu.

5. _____ Application on file with the State Board of Educator Certification (SBEC).
   - Go to the SBEC website (http://www.sbec.state.tx.us).
   - Take the SBEC ONLINE FOR EDUCATORS link at the top of the page.
   - If you have not used this service, you must first create an account with SBEC. Take
the NEW USER? CREATE ACCOUNT link and follow instructions.
   - When you have completed your account information, you will see a MAIN MENU
on the left side of the screen. Choose APPLICATIONS, which has a drop-down
selection list. Choose STANDARD TEACHING CERTIFICATE.
   - Follow instructions to APPLY.
   NOTE: After the affidavit, you must indicate the “recommending entity”. Choose
Sul Ross State University – Alpine – University Based.
The next line asks what you are applying for. Type in the name of the certificate you
are seeking; i.e., Principal or Superintendent.
   - Certification fee paid.
   The fee is now $77 per application. You have the option to pay by credit card as you
apply or you may mail payment to Austin. If you choose to mail your fee, you will
be instructed to print an invoice to mail with your payment; the mailing address is
given on the invoice.
   - Fingerprint process.

If you were listed in the SBEC database prior to October of 2003, you are not
required to complete the fingerprint process.
   - If you have problems or questions about the application, you may call SBEC at
#800-863-5880.

Receiving your certificate: When your certificate is processed you may view/print it on the SBEC
website (link to OFFICIAL RECORD OF EDUCATOR CERTIFICATES, enter your personal
information). You will receive an official certificate by mail in about 6-8 weeks.

If you have questions or problems, please contact the SRSU Education-Certification office at #432-837-
8199 or email to Sally Tobola, stobola@sulross.edu.