



## Principal Certification Academy

### RESIDENTIAL

#### For Walden University M.S. Ed. Students

#### 2011-2012 Program Information

**1. Who is eligible for consideration for the HCDE Residential Principal Certification Academy program?**

- Students who are enrolled in or pursuing a master's degree in Education Leadership through Walden University. The Residential option, available only to Walden M.S. Ed. students, is specifically designed to combine Walden's two-year master's degree with HCDE's principal certification program.

**2. When can I enroll in the program?**

- At any point during your master's coursework. There is no required number of college hours at the master's level before you are eligible to apply.

**3. What is required to be considered for acceptance into the program?**

- Application for Admission Form
- \$100 Non-Refundable Application Processing Fee
- Hold a valid classroom teaching certificate (TAC Title 19, Part 7, Chapter 241, Rule §241.20)
- Verification of two years of creditable teaching experience as a classroom teacher as defined in TAC Title 19, Chapter 153, Subchapter CC and TEC §5.001(2)
- Official transcripts from institutions granting your baccalaureate and master's degrees (may submit unofficial master's degree transcripts if degree is still in progress; official transcripts will be required for final certification clearance)
- \$300 Non-Refundable Deposit Fee
- Two-page narrative of your professional goals
- Names, titles, addresses, email, and telephone numbers of three professional references
- Mentor Information and Commitment Form – name, titles, address, and telephone numbers (principal or university)

**Note:** Many of these requirements are identical to those required by Walden. You may send a copy of the Walden information in those cases.

**4. What is the total program cost?**

- The total cost is \$3,800 (this includes \$100 non-refundable application fee and \$300 non-refundable deposit fee).

**5. What is the application fee?**

- It is a one-time \$100 processing fee. Please note an application fee will increase to \$200 after August 22, 2011 if you plan to enroll in September 2011.

**6. Is there a deposit?**

- Yes, there is a \$300 non-refundable deposit fee at time of registration. The deadline for payment of the non-refundable deposit fee is August 22, 2011. It is part of the total program cost of \$3,800. **If you do not enroll in September 2011, you will lose this deposit. If you do not pay the \$300 deposit by August 22, 2011 and subsequently enroll in September, there will be a \$150 late charge fee which will be in addition to the total program cost of \$3,800.**

**7. When does the fee (\$3,800) have to be paid?**

- \$100 and \$300 non-refundable fees are due at time of registration by August 22, 2011. The remaining balance of \$3,400 will be divided into three (3) payments due on the following dates with checks made payable to HCDE:

1<sup>st</sup> payment of \$1,134 – due Wednesday, September 14, 2011

2<sup>nd</sup> payment of \$1,133 – due Wednesday, January 18, 2012

3<sup>rd</sup> payment of \$1,133 – due Wednesday, May 2, 2012

Credit card payments are also accepted (see item #8). If you do not attend that year, the deposit will be forfeited.

**8. Can payments be made by a credit card?**

- Yes, you may use our [Online Secure Payment System](#) located on our website to make payments on outstanding balances.

**9. What is included in the total program cost?**

- The program and its administration
- Assessment review
- **PLEASE NOTE: ILD/PDAS training and fees are NOT part of the RESIDENTIAL option and are NOT included**

**10. Is financial aid available?**

- Students in the combined HCDE/Walden program may wish to consider applying for a financial aid loan for the Walden program by completing a Free Application for Federal Student Aid (FAFSA). Students enrolled in six credit hours per semester may be eligible to borrow up to the maximum in federal Stafford loans. The maximum amount a student may borrow through this loan program is \$18,500 per academic year.

**11. When does the program begin?**

- September 17, 2011 (see course schedule).

**12. What is the deadline for submitting required documents to be considered for admissions? (See number 3 for required documents.)**

- The deadline is August 22, 2011.

**13. Where can I get information about the TExES?**

- [www.texas.ets.org](http://www.texas.ets.org)

**14. When can I take the TExES test?**

- After you are enrolled in the program, check with the Academy Director. Generally, you will be approved to take it in early spring 2012.

**15. Do I need a probationary certificate?**

- No, unless you are offered a position that requires a principal certification while you are still in the process of completing the academy.

**16. How do I get a probationary certificate?**

- After you are enrolled in the program, talk with the Academy Director. If you are eligible, you will be issued an official eligibility form that informs a district that you can be recommended for a probationary certificate upon employment as an administrator.

- 17. What if I get a position as an administrator before I finish the program?**
- If you meet the qualifications, a probationary certificate can be recommended; however, a probationary certificate can only be recommended after you have a job offer.
- 18. Do I have to pass the state test before I can be recommended for a probationary certificate?**
- No. Check with the Academy Director for specifics.
- 19. Does the HCDE Residential Principal Certification Academy program include ILD/PDAS training?**
- No. Check with your local regional education service center regarding this training. Frequently, your school district will send you to this training if you are employed as an administrator.
- 20. What benchmarks must be completed before I can get certification clearance for the standard Texas principal certificate?**
- Successfully complete the Residential Principal Certification Academy
  - Successfully pass TExES Principal exam (#068)
  - Successfully complete Walden University's M.S. Ed. in Educational Leadership and submit official transcripts showing degree conferred
  - Successful completion and verification of internship/practicum (minimum of 160 hours) through Walden University M.S. Ed. program
  - Copy of Mentor Form on file
  - Verification of three (3) observations during internship/practicum through Walden University M.S. Ed. program
  - Verification of valid classroom teaching certificate
  - Verification of two creditable years of teaching experience as a classroom teacher, as defined in Chapter 153, Subchapter CC, of T.A.C. Title 19, Part 7 (relating to Commissioner's Rules on Creditable Years of Service) and the Texas Education Code, §5.001(2)
- 21. Do I have to live in the state of Texas to participate in the HCDE Residential Principal Certification Academy?**
- No, **BUT** the certification will be Texas certification.
- \*Individuals completing a Walden University educational leadership program and the HCDE Residential Principal Certification Academy are eligible for licensure in Texas. The nature of this collaboration offers limited reciprocity with other states, which currently include California, Delaware, Florida, Illinois, New Jersey, Nevada, Texas, Virginia, and Washington, D.C. Walden enrollment advisors can provide guidance on licensure issues; however, **it remains the individual's responsibility to understand and comply with all state licensure requirements.** HCDE makes no representation or guarantee that completion of Walden coursework or programs will permit an individual to obtain state licensure or endorsement.

This information is subject to change. For any recent changes you may check with:

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