



## Principal Certification Academy

### RESIDENTIAL with PRACTICUM

**For Individuals with Advanced Degrees from Any Accredited University; includes Walden University Doctoral Students**  
**2011-2012 Program Information**

- 1. Who is eligible for consideration for the HCDE Residential with Practicum Principal Certification Academy program?**
  - Students who have an advanced degree (master's or higher) from an accredited university.
  
- 2. When can I enroll in the program?**
  - As soon as your advanced degree has been conferred or if you are in your last semester of completing your advanced degree.
  
- 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 master's or higher degrees (may submit unofficial advanced degree transcripts if degree is still in progress – see item #2 for details; official transcripts will be required for final certification clearance)
  - \$400 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)
  
- 4. What is the total program cost?**
  - The total cost is \$4,600 (this includes \$100 non-refundable application fee and \$400 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 \$400 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 \$4,600. **If you do not enroll in**

**September 2011, you will lose this deposit. If you do not pay the \$400 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 \$4,600.**

**7. When does the fee (\$4,600) have to be paid?**

- \$100 and \$400 non-refundable fees are due at time of registration by August 22, 2011. The remaining balance of \$4,100 will be divided into three (3) payments due on the following dates with checks made payable to HCDE:

1<sup>st</sup> payment of \$1,370 – due Wednesday, September 14, 2011

2<sup>nd</sup> payment of \$1,365 – due Wednesday, January 18, 2012

3<sup>rd</sup> payment of \$1,365 – 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
- Practicum supervision and observations
- **PLEASE NOTE: ILD/PDAS training and fees are NOT included; you will be required to complete ILD and PDAS training on your own to fulfill this benchmark before being cleared for certification.**

**10. Is financial aid available?**

- No, however you may pursue a bank loan or an external scholarship on your own accord. Walden University doctoral students may want to check with Walden University about any financial aid options available.

**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 with Practicum Principal Certification Academy program include ILD/PDAS training?**

- No, however you will need to complete this training on your own in order to obtain a final clearance for certification from HCDE. 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 with Practicum Principal Certification Academy
- Successfully pass TExES Principal exam (#068)
- Complete ILD and PDAS training and submit copies of certificates
- Successful completion of practicum activities and projects over two semesters (minimum of 160 hours total)
- Successful completion and presentation of Leadership Practicum Portfolio
- Copy of Mentor Information and Commitment Form on file
- Completion of three (3) practicum observation by field supervisor
- Submit official transcripts showing advanced degree conferred
- 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 with Practicum Principal Certification Academy?**

No, **BUT** the certification will be Texas certification. Also, due to the field observations component, admission of candidates completing their practicum outside of Houston metropolitan area must be approved by the Academy Director.

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

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