



HCDE Principal Certification Academy

Program Information for Classes of 2010-2011

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

- Students who are enrolled in or have completed a master's or doctor's degree in school administration or educational leadership with an accredited university
- Students with a master's or doctor's degree in other appropriate fields will be considered on an individual basis.

2. When can I enroll in the program?

At any point during your master's coursework or after the degree is conferred. 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?

- Academy Application
- Verification of two years of creditable teaching experience as a classroom teacher (TAC Chapter 230, Subchapter Y)
- Official transcripts from institutions granting your baccalaureate and master's (if appropriate) degrees
- \$100 application fee (non-refundable)
- Two-page narrative of your professional goal
- Names, titles, addresses, email, and telephone numbers of three professional references
- Mentor Information – name, titles, address, and telephone numbers (principal or university)

Note: For Walden University students 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 cost?

\$3,500 plus a \$100 application fee. The application fee is \$200 after July 15 if you are planning to enroll in September of the same year.

5. What is the application fee?

It is a one time \$100 processing fee. Again if you send the fee after July 15 of the year you are attending, the fee is \$200.

6. Is there a deposit?

If you are planning to enroll in a given September, a deposit of \$300 is due by July 15 of the same year. It is part of the total fee of \$3,500. **If you do not enroll in September, you will lose that deposit. If you do not pay the \$300 deposit by July 15 and subsequently enroll in September, there will be a \$150 late fee which will be in addition to the \$3,500 cost of the program.**

7. When does the fee (\$3,500) have to be paid?

The fee is not due until you are attending the program, with the exception of a deposit. First, you will pay a deposit of \$300 by July 15 of the year that you plan to attend. The remainder of the fee (\$3200) will be divided into three equal payments due on the following dates with checks made payable to HCDE. Credit cards will also be accepted. If you do not attend that year, the deposit will be forfeited.

September 15

January 28

April 30

8. What is included in the fee?

- The program and its administration
- Assessment review
- ILD/PDAS are NOT included.

9. 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.

10. When does the program begin?

Traditionally, a class will start in early September. If for some reason there is not a class in a particular year, your deposit will be returned.

11. What is the deadline for submitting required documents to be considered for admissions? See number 3 for required documents.

July 15 of each year

12. When does the Academy program meet?

It meets on five weekends on Saturday and Sunday during the school year. There are also three days during the summer for those students who have not taken and/or not passed the test. These dates are subject to change:

Specifically,

- Third weekend in September
- Second weekend in November
- Fourth weekend in January
- Fourth weekend in March
- Second weekend in May
- The second full week of June for three days on Monday, Tuesday, and Wednesday for those students who have not taken and/or have not passed the test for certification.*

13. Where will the classes meet?

The classes will meet at 6300 Irvington Boulevard at Harris County Department of Education.

14. What are the hours of the classes?

9:00 a.m. to 3:00 p.m.

15. Where can I get information about the TExES?

www.texas.ets.org

16. When can I take the TExES test?

After you are enrolled in the program, check with the Academy Director. Generally, you may take it anytime during the program; but more specifically, you can take it upon completion of the program.

17. 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 state form that informs a district that you can be recommended for a probationary certificate upon employment as an administrator.

18. 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.

19. 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.

20. Does the HCDE 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.

21. Do I have to live in the state of Texas to participate in the principal certification program?

No, **BUT** the certification will be Texas certification. You will need to determine if that is useful for you.

Information is subject to change. For any recent changes you may check with

Dr. Richard A Griffin, Academy Director
Center for School Governance, Executive Leadership, and Fiscal Accountability
Harris County Department of Education
6300 Irvington Boulevard, Houston, TX 77022
713.696.8259
rgriffin@hcde-texas.org

Serlynthia Chatmon, Program Coordinator
713-696-0790
schatmon@hcde-texas.org

Jessica Billingsy, Program Analyst
jbillingsy@hcde-texas.org
713-696-1378