

TEXES PRINCIPAL CERTIFICATION EXAM INSTRUCTIONS

ELIGIBILITY:

- Must have taken EDCL 6348 School Law
- Must have completed EDCL 6387 Principal Practicum I and be enrolled in EDCL 6388 Principal Practicum II
- Must be in good academic standing in either the MEd with Principal Certification program or the Principal Certification post-master's only program

PROCESS:

- Apply for certification on the TEA website (<http://www.tea.state.tx.us>)
- Information to have for system application:
 - Name(s): If your name appears differently on other documents, list them
 - TEA ID number
 - Texas State ID number
- The TEA website does not monitor if applicant has met requirements
- The process does not differentiate between Principal, Counselor, Teacher, etc. and the applicant will be placed on the list with the other applications
- Your application is forwarded to the Office of Educator Preparation at Texas State University
- Office of Educator Preparation seeks approval from the EDCL Program Coordinator based on the eligibility criteria above
- If approval is given, the Office of Educator Preparation makes recommendation in TEA system
- Traffic on the TEA site varies depending on the time of the year and may take longer during certain months
- The entire process could take 6 weeks, so plan accordingly