

STATE BOARD FOR EDUCATOR CERTIFICATION
1001 Trinity Street
Austin, Texas 78701

STANDARD CERTIFICATE RENEWAL
AND
CONTINUING PROFESSIONAL EDUCATION REQUIREMENTS

PRINCIPAL

INTRODUCTION

All school principals should model the philosophy of life-long learning and participate in professional development activities. Activities must focus on the need of each school principal to continually update current content, best practice, research, and technology that are relevant to the individual's role as an educator. The State Board for Educator Certification (SBEC) renewal and continuing professional education requirements are flexible enough to allow each principal the opportunity to identify the activities to be completed to satisfy the Board's requirements as well as those activities that fulfill the specific professional interests of the principal. Each individual who holds a Standard Certificate is responsible for renewing the certificate and paying the applicable fees.

GENERAL PROVISIONS FOR CERTIFICATE RENEWAL

To be eligible for renewal, the school principal must satisfy Continuing Professional Education (CPE) requirements. The renewal date of a Standard Certificate will be five years after the last day of the certificate holder's birth month. If a school principal holds multiple certificates, all can be renewed concurrently and all are subject to renewal during the certificate holder's birth month five years after the earliest certificate was issued. School principals who fail to satisfy each of the requirements to renew their Standard Certificate(s) by the renewal date move to inactive status and are ineligible for employment in a Texas public school district in a position for which that certificate is required until all appropriate requirements are satisfied.

CERTIFICATE RENEWAL REQUIREMENTS

All school principals are required to complete at least 200 clock hours of Continuing Professional Education (CPE) during each five-year renewal period. School principals are encouraged to complete a minimum of 40 clock hours of CPE each year of the renewal period. One semester hour of credit earned at an accredited institution of higher education is equivalent to 15 CPE clock hours. Self-assessment activities must be conducted during the first year of each five-year renewal period and completed in a 30-day period of time. Principals serving as assessors may apply up to a maximum of 20 clock hours toward certificate renewal during the 5-year renewal period. **NOTE: Only those professional education activities from approved registered providers will be accepted for renewal purposes.**

ACCEPTABLE CONTINUING PROFESSIONAL EDUCATION ACTIVITIES

Types of acceptable Continuing Professional Education (CPE) activities include:

- participation in institutes, workshops, seminars, conferences, in-service or staff development which are related to or enhance the professional knowledge and skills of the educator;
- completion of undergraduate courses in the content area knowledge and skills related to the certificate being renewed, graduate courses, or training programs which are taken through an accredited institution of higher education;
- participation in interactive distance learning, video conferencing, or on-line activities or conferences;
- independent study, not to exceed 20% of the required clock hours, which may include self-study of relevant professional materials (books, journals, periodicals, video/audio tapes, computer software, and on-line information) or authoring a published work;
- development of curriculum or CPE training materials;
- serving as an assessor for the principal assessment process [TAC §241.35], not to exceed 10% of the required clock hours;
- teaching or presenting a CPE activity, not to exceed 10% of the required clock hours; and/or
- providing professional guidance as a mentor educator, not to exceed 30% of the required clock hours.

**STANDARD CERTIFICATE
5-YEAR RENEWAL WORKSHEET
PRINCIPAL**

DIRECTIONS

Written documentation and verification of the completion of all activities applied toward Continuing Professional Education (CPE) requirements for Standard Certificate renewal shall be maintained by each principal. The Standard Certificate 5-Year Renewal Worksheet for the School Principal is provided to assist you in tracking your 200 CPE clock hours and should be updated as soon as your continuing education requirements are completed. This certificate renewal worksheet (also available on the SBEC website at www.sbec.state.tx.us) is provided for your use only and does not have to be submitted to SBEC for renewal. The specific numbers of clock hours that may be applied toward fulfillment of the certificate renewal requirements are indicated in the CPE activity areas below. **(Note: Principals must complete a minimum of 200 clock hours every five years for Standard Certificate renewal. Special attention should be given to those activity areas in which the maximum numbers of CPE clock hours that can be used for certificate renewal during the five-year renewal period are limited.)**

Name: Last First Middle Initial Renewal Month/Year

Certificate/Endorsement(s) Certificate Number Social Security Number

Designated Renewal Areas	Area 1 Learner-Centered Standards (no limit)	Area 2 Independent Study (40 hr limit)	Area 3 Teaching or Presenting CPEs (20 hr limit)	Area 4 Mentor Educator (60 hr limit)	Area 5 Serving As An Assessor (20 hr limit)	5 Year Total Hours For Certificate Renewal
Hours Earned (Summary)						

Continuing Professional Education (CPE) Activity Areas	Renewal Year 1 Clock Hours	Renewal Year 2 Clock Hours	Renewal Year 3 Clock Hours	Renewal Year 4 Clock Hours	Renewal Year 5 Clock Hours
Area 1: Learner-Centered Standards					
Values and Ethics of Leadership					
Leadership and Campus Culture					
Human Resources Leadership and Management					
Communications and Community Relations					
Organizational Leadership and Management					
Curriculum Planning and Development					
Instructional Leadership and Management					
Area 2: Independent Study					
Area 3: Teaching/Presenting CPEs					
Area 4: Mentor Educator					
Area 5: Serving As An Assessor					