

Candidate Name: _____ Candidate ID: _____

Transition Points & Benchmarks – Principal as Instructional Leader

ADMISSION	Key Assessment or Activity	CAEP	TEA
an application on file (forms available in Graduate School Office)	Application, Service Record, Teaching Certificate	✓	✓
Bachelor's degree and standard Texas Teacher Certificate or equivalent;	GPA of 2.75	✓	✓
Grade point average of 2.75 in prior degree or 2.75 in last 60 hours of coursework		✓	✓
Successful committee screening on selected criteria.	Graduate Essay with a score of 10 or better Prospective Candidate Interview with a score of 12 or better	✓	✓
Approval of Educational Leadership APAC		✓	✓
Criminal Records – Right to Preliminary Background Check	Signed policy acknowledgement submitted with admission acceptance to Tk20	✓	✓
Code of Ethics and Standard Practices for Texas Educators	Signed acknowledgement and agreement to abide by the code submitted with admission acceptance to Tk20	✓	✓
ORIENTATION	Key Assessment or Activity	CAEP	TEA
WCOE Educational Leadership Handbook	Signed Handbook Acknowledgement submitted to Tk20	✓	✓
Dyslexia Training	Certificate of Completion submitted to Tk20	✓	✓
Mental Health Texas Behavior Support Initiative Training	Certificate of Completion submitted to Tk20	✓	✓
Substance Abuse Training	Certificate of Completion submitted to Tk20	✓	✓
Youth Suicide Training	Certificate of Completion submitted to Tk20	✓	✓
Criminal Records – Right to Preliminary Background Check	Reaffirmation of understanding submitted to D2L	✓	✓
Privacy and Confidentiality Pledge	Privacy Pledge Quiz (100%)	✓	✓
Educator Code of Ethics	Ethics Quiz (100%)	✓	✓
Child Abuse and Neglect Reporting	Child Abuse and Neglect Reporting Quiz (100%)	✓	✓
Human Trafficking	Human Trafficking Quiz (100%)		✓

COURSES (@ indicates Core Course)	Key Assessment or Activity	CAEP	TEA
@EDLE 5603 Introduction to Leadership	Professional Growth Plan Assessment (80% Proficient)	#	#
@EDLE 5623 School Law and Personnel	Human Resources Legal Plan and Case Studies Assessment (80% Proficient)	#	#
@EDLE 5593 Leadership and Communication Processes	Speech to Stakeholders Assessment (80% Proficient)	*	*
@EDLE 5643 School Business Management	School Finance Project Assessment (80% Proficient)	#	#
@EDLE 5693 Graduate Practicum in Educational Leadership	Curriculum Map Assessment (80% Proficient)	#	#
	School Visioning Assessment (80% Proficient)	#	#
	Equity Walk Assessment (80% Proficient)	*	*
	Practicum Evaluation Assessment (80% Proficient)	*	*
@EDLE 5683 Instructional Improvement and Staff Development	Walkthrough and Observation Feedback Assessment (80% Proficient)	#	#
	Professional Development Innovation Configuration Map Assessment (80% Proficient)	#	#
	Instructional Improvement and Professional Development Plan Assessment (80% Proficient)	*	*
EDLE 5673 Leadership in School Change			
EDUC 5053 Introduction to Educational Research			
EDUC 6753 Applied Educational Research			
EDLE 5583 Curricular Supervision for School Leaders			

COURSES (@ indicates Core Course)	Key Assessment or Activity	CAEP	TEA
EDLE 5653 Building School Communities for Diverse Learners			
EDLE 5663 Community Politics and Public Relations			
PRACTICUM	Key Assessment or Activity	CAEP	TEA
1. Candidate Info and Site Supervisor Qualification Form (CISSQ) distributed.	Accreditation Specialist distributes training to site supervisors and monitors completion of training within the three-week timeline.	✓	✓
2. Program Coordinator collaborates with district to assign qualified Site Supervisor (min 3 years exp and certified in field)	Accreditation Specialist tracks receipt of CISSQ documentation, verifies site supervisor qualifications and uploads to assessment system.	✓	✓
3. 15-week practicum placement	Candidate documents 160 practicum hours tied to Texas Principal Certification Standards 1 observation in each 3rd of practicum first contact, pre-conference, observation, post-conference with substantive feedback Signatures of candidate, site supervisor, and university supervisor Completed time logs	✓	✓
4. Site Supervisor completes summative evaluation of candidate	WCOE Practicum Evaluation (80% Proficient + Recommended)	*	*
5. University Supervisor completes summative evaluation of candidate	WCOE Practicum Evaluation (80% Proficient + Recommended)	*	*
6. Pass Practice Test with at least 80% in each competency and 10 hours of practice	Certify Teacher Principal as Instructional Leader Practice Test (80% Proficiency)	#	#
RECOMMENDATION FOR CERTIFICATION	Key Assessment or Activity	CAEP	TEA
7. Passing score on the Texas Principal as Instructional Leader Exam (268)^	Assessment of Content and Professional Knowledge (Score of 240)	#	#
8. Passing score on Performance Assessment for School Leaders (PASL) Portfolio	Performance Assessment (Score of 42)	*	*
9. Satisfactory Practicum	Earn grade of at least a 'C'	*	*

RECOMMENDATION FOR CERTIFICATION	Key Assessment or Activity	CAEP	TEA
10. Apply to State Board for Educator Certification	Application for certification is made by applying online at http://www.tea.state.tx.us .	✓	✓
11. State review	Upon receipt of the University recommendation, the State Board for Educator Certification screens all applicants for Texas certificates for a record of felony or misdemeanor conviction through the Texas Department of Public Safety.	✓	✓
POST GRADUATION	Key Assessment or Activity	CAEP	TEA
12. Satisfaction of employer	Survey emailed for first 3 years of employment in field of certification	✓	
13. Satisfaction of completer	Survey emailed for first 3 years of employment in field of certification	✓	

*Performance/Skill Assessment

#Knowledge Assessment

✓ Accreditation Requirement

@Core classes for certification: all concentrations and certification-only program contain these courses.

^For the most up to date information about which tests are required for certification, visit <https://tea.texas.gov/texas-educators/certification/educator-testing>.