

Candidate Name: _____ Candidate ID: _____

Transition Points & Benchmarks – Superintendent Certification

ADMISSION	Key Assessment or Activity	CAEP	TEA	✓
an application on file (forms available in Graduate School Office)	Application, Principal Certification	✓	✓	
Master’s degree from accredited university;		✓	✓	
Grade point average of 3.0 in previous education courses; and		✓	✓	
Successful committee screening on selected criteria.	Written Goals statement and Case Study responses, Admissions Interview	✓	✓	
Approval of Advanced Program Council		✓	✓	
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 Ed.D. 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	✓	✓	
Educator Ethics	Ethics Quiz	✓	✓	
Child Abuse and Neglect Reporting	Child Abuse and Neglect Reporting Quiz	✓	✓	
Human Trafficking	Human Trafficking Quiz		✓	
COURSES (@ indicates Core Course)	Key Assessment or Activity	CAEP	TEA	✓
@EDLE 6003 District Level Leadership	<ul style="list-style-type: none"> Superintendent Interview Assessment Understanding Intentional Leadership 	* *	*	
@EDLE 6013 Politics and Community Relations	<ul style="list-style-type: none"> Current Events Based Equity Plan 	*	*	

COURSES (@ indicates Core Course)	Key Assessment or Activity	CAEP	TEA	✓
@EDLE 6043 Understanding Teachers and Teaching	<ul style="list-style-type: none"> Principals as Leaders of Learning 	*	*	
@EDLE 6033 School Organization and Management	<ul style="list-style-type: none"> Mapping District Safety, Efficiency, and Effectiveness 		*	
@EDLE 6153 District Financial Leadership	<ul style="list-style-type: none"> District Budget Presentation 		*	
@EDLE 6053 Superintendent Practicum	<ul style="list-style-type: none"> Ethics and Equity Issues Identification 		*	
EDLE 6083 Evidence Informed Perspectives on Practice	<ul style="list-style-type: none"> Final Exam-Evidence Based Improvement 	*		
EDLE 6093 Cultural Foundations in Educational Leadership				
EDLE 6113 Educational Accountability and Student Assessment				
EDLE 6073 Data-Based Decision Making	<ul style="list-style-type: none"> Midterm Exam 	*		
EDLE 6103 Leading through Crisis				
EDLE 6143 Theories of Leadership, Administration, and Organizational Management				
EDLE 6123 Qualitative Decision Analysis				
EDLE 6063 Advanced Educational Law	<ul style="list-style-type: none"> Final School Law Application 	*		
EDLE 6023 Program Evaluation				
EDLE 6133 Writing and Research Design for Educational Leadership				
EDLE 6203 Dissertation	<ul style="list-style-type: none"> Dissertation in Practice 	*		
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	<ul style="list-style-type: none"> Candidate documents 160 practicum hours tied to Texas Superintendent Certification Standards 1 observation in each 3rd of practicum First contact, pre-conference, observation, post-conference with substantive feedback 	✓	✓	

	<ul style="list-style-type: none"> Signatures of candidate, site supervisor, and university supervisor Completed time logs 			
4. Site Supervisor completes summative evaluation of candidate	WCOE Practicum Evaluation	*	*	
5. University Supervisor completes summative evaluation of candidate	WCOE Practicum Evaluation	*	*	
6. Pass Practice Test with at least 80% in each competency and 10 hours of practice	Certify Teacher Superintendent Practice Test	#	#	
RECOMMENDATION FOR CERTIFICATION	Key Assessment or Activity	CAEP	TEA	✓
1. Passing score on the Texas Superintendent Exam (195) ^	Assessment of Content and Professional Knowledge	#	#	
2. Satisfactory Practicum	Earn grade of at least a 'C'	*	*	
3. Apply to State Board for Educator Certification	Application for certification is made by applying online at http://www.tea.state.tx.us .	✓	✓	
4. 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	✓
1. Satisfaction of employer	Survey emailed for first 3 years of employment in field of certification	✓		
2. Satisfaction of completer	Survey emailed for first 3 years of employment in field of certification	✓		

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