Requirements for Professional Certification- Principal

The following requirements must be met in order to take the TExES Principal exam:

Principal Practice Examination

At UTSA an individual must first take the Principal Practice Examination before taking the state TExES Principal Examination.

Sign-up
The Principal Practice Examination is offered on each scheduled practice test date. Examinees will register for a Practice Exam on Banner ASAP through Testing Services. Additional directions can be found at the TExES website: education.utsa.edu/texes

Preparation
Download the Principal Preparation Manual from: www.texes.ets.org
Focus on the Test Framework that includes the Competencies for each Domain.

Scores
Scores for the Principal Practice Examination will be available on Banner ASAP several days after the examination is taken. Practice scores are reported in percentiles with an overall score of 80% considered passing.

State Principal Examination

The TExES Principal Examination is administered by Educational Testing Systems (ETS). An overall scaled score of 240/300 is considered passing by the state.

Registration Requirements

Individuals may register for the TExES Principal Examination when they are in the last semester of their coursework, taken the required Principal Practice examination and attended the two mandatory Principal Workshops. Contact ELPS (210-458-5436) for information on workshop schedules.

The following steps will be completed before being granted approval to register for a state exam:

1. Attend the TExES workshop over the three Domains that make up the state exam: School-Community Leadership, Instructional Leadership and Administrative Leadership.
2. Take the Practice Principal exam
3. Attend the TExES workshop to review the results of the Practice exam
**Examination Schedules**

The examination schedules for both the state Principal Examination and the Practice Principal Examination are available online at: [education.utsa.edu/texes](http://education.utsa.edu/texes)

The state exam is administered as a computer-administered test (CAT). CAT registration is based on seating availability at a specific testing location. This information is available when registering for a CAT at the ETS website.

**Registration with ETS**

The ETS registration website is: [www.texes.ets.org](http://www.texes.ets.org)

In order to gain approval to test, complete an Eligibility Form and fax it to (210) 458-5794. The Director for Certification Testing will verify all requirements have been completed before approval to test will be granted. The approval process usually takes one to three business days before an individual can register with ETS. The Eligibility Form can be found on the UTSA TExES webpage: [education.utsa.edu/texes](http://education.utsa.edu/texes)

**Application for Principal Certification**

Individuals may apply to the Texas Education Agency (TEA) for the Principal Certificate upon successful completion of the UTSA Principal Certification Program and achieving a passing score on the state Principal Examination.

TEA webpage: [www.tea.state.tx.gov](http://www.tea.state.tx.gov)

Cherie Weiss-Director for Certification Testing  
[cherie.weiss@utsa.edu](mailto:cherie.weiss@utsa.edu) Office: 210-458-5849, Fax: 210-458-5794