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.texas.ets.org
Focus on the Test Framework that includes the Competencies for each Domain.

Bring a photo ID and a pencil to the practice examination.

**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

The state exam is administered as a paper-based test (PBT) and as a computer-administered test (CAT). The PBT schedule is fixed and registration deadlines must be followed to avoid late fees. 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

In order to gain approval to test, complete an Eligibility Form and fax it to (210) 458-5794. The Director of TExES Program 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

The UTSA registration deadline for a PBT is three days prior to the ETS posted deadline.

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.us

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