Principal Certification

Purpose of Program
The Department of Educational Leadership and Policy Studies provides Principal Certification either for students who have already received a Master's Degree or for students currently in the UTSA Master of Education program.

Program Options
The program requires 27 credits:
- C&I 5003 Theory and Dynamics of Curriculum and Instruction
- EDL 5003 Introduction to School Administration
- EDL 5103 Introduction to School Finance
- EDL 5203 School and Community Relations
- EDL 5403 The Principalship Educational Unit and Site Administration
- EDL 5503 Administration Function of Special Programs
- EDL 5703 Legal Foundations of Education
- EDL 6023 Supervision: Tools and Techniques
- EDL 6943 Internship in Educational Administration

Educational Leadership students at UTSA who are seeking Principal Certification must take the TExES Principal Practice Exam. Students should take the practice exam near the end of their coursework. This practice exam is given numerous times throughout each semester. Students use Banner ASAP (through Testing Services) to register for the practice exam. Additional directions can be found at the TExES website: [http://coehd.utsa.edu/students/TExAS/Home_TExES.htm](http://coehd.utsa.edu/students/TExAS/Home_TExES.htm).

To prepare for the practice exam, download the Principal Preparation Manual from: [www.texes.ets.org](http://www.texes.ets.org).

On the day of the practice examination, bring a photo ID and a pencil. Students must receive a grade of at least 75 percent to pass the practice exam. Educational Leadership students who do not pass the test must attend two workshops before being allowed to register for the TExES Principal Examination.

Career Opportunities
Students who complete the Principal Certification Program can find career opportunities such as: assistant principal, principal, and district level curriculum coordinator and leader, assistant and deputy superintendent, superintendent (with superintendent certification), and other central office administrative positions.

Admission Requirements
To be accepted into the program, students must hold a Master’s degree in Education from a regionally accredited institution and be in good standing at the last institution they attended. Evidence of high level academic capabilities is required. **Students must have at least two years of teaching experience.** Resume required.

How to Apply
Apply through the UTSA graduate school at: [http://www.utsa.edu/graduate](http://www.utsa.edu/graduate). Please attention all mail (transcripts, etc.) to:

University of Texas at San Antonio
Attn: The Graduate School
One UTSA Circle
San Antonio, TX 78249
**Contact Information:**

**Program:** Educational Leadership & Policy Studies  
Elisha.reynolds@utsa.edu  
210-458-6620  
Website: [http://elps.utsa.edu](http://elps.utsa.edu)

**College:** College of Education and Human Development  
education@utsa.edu  
210-458-4370  
Website: [http://coehd.utsa.edu](http://coehd.utsa.edu)

**Application:** Graduate School  
gradauestudies@utsa.edu  
210-458-4330  
[http://www.utsa.edu/graduate/](http://www.utsa.edu/graduate/)

**Financial Aid:** Financial Aid  
education@utsa.edu  
210-458-4370  
10-458-7169 (appointments)  
[http://www.utsa.edu/financialaid/](http://www.utsa.edu/financialaid/)

**Financial Aid and Scholarships:**

All students interested in financial aid should fill out the FASFA (Free Application for Federal Student Assistance). The link to this site is: [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)

Students may also be interested in Graduate Assistantship positions available within the College. Typically, these assistantships are 19 hours per week.

Scholarships are also available to Graduate Students. Attached are links to scholarship databases:

- [http://www.utsa.edu/graduate/Funding%20Opportunities/FundingOpp.htm](http://www.utsa.edu/graduate/Funding%20Opportunities/FundingOpp.htm)
- [http://www.utsa.edu/scholarships/](http://www.utsa.edu/scholarships/)
- [http://coehd.utsa.edu/Students/Scholarships/index.htm](http://coehd.utsa.edu/Students/Scholarships/index.htm)