Requirements for Professional Certification - Superintendent

Requirements for approval to take the state Superintendent exam:

• The Superintendent Practice exam is required. Contact the ELPS office at (210-458-5436) for information on required workshop sessions, when applicable.

• To view the UTSA Practice exam schedule go to the UTSA TExES website: [education.utsa.edu/texes](http://education.utsa.edu/texes)

Superintendent Practice exam:

• The exam is offered on each practice test date. Candidates may only register for the exam date currently posted on ASAP. Registration is available on Banner ASAP through Testing Services.

• Bring a photo ID and pencil to the practice exam. Scores will be available on Banner ASAP several days after the test session. Scores are posted in percentiles with an overall score of 80% being comparable to the state passing scaled score of 240/300.

• It is suggested to download the Superintendent Preparation Manual on the Educational Testing Services (ETS) website: [www.texes.ets.org](http://www.texes.ets.org)

Registration for the state Superintendent exam:

• Candidates may register for the state exam when they have completed their Superintendent Internship, taken the Superintendent Practice exam, attended a workshop session, when applicable.

• To register for the state exam, complete an Eligibility Form found on the UTSA TExES webpage and fax to the TExES Office, 210-458-5794, [education.utsa.edu/texes](http://education.utsa.edu/texes)

• The TExES Director will contact ELPS to verify all requirements have been completed before approval to test will be given. Test approval usually takes two business days. Candidates can check approval status on their TEA account. TEA: [tea.texas.gov](http://tea.texas.gov)

• The state Superintendent exam is only administered as a “limited-administration” computer administered test (CAT), meaning the test dates available are limited. Check the ETS website for dates and locations when registering for the exam. ETS registration website: [www.texes.ets.org](http://www.texes.ets.org)

• Candidates may register with the Texas Education Agency (TEA) for the Superintendent Certificate upon successful completion of the UTSA Superintendent Program and passing the state Superintendent exam. [tea.texas.gov](http://tea.texas.gov)

Cherie Weiss- Director for Certification Testing
cherie.weiss@utsa.edu Office: 210-458-5420 Fax: 210-458-5794