

STANDARD CERTIFICATE RENEWAL REQUIREMENTS

OVERVIEW: All educators should model the philosophy of life-long learning and participate in professional development activities that focus on the need to continually update knowledge in content, best practice, research, and technology that is relevant to the individual's role as an educator. Each individual who holds a Standard Certificate is responsible for renewing the certificate. The rules adopted by the Board for renewing certificates are codified at Title 19, Part VII, Texas Administrative Code, Chapter 232, Subchapter A, and are available through the Texas Education Agency (TEA) web site tea.texas.gov.

STANDARD CERTIFICATE RENEWAL CYCLE: The renewal cycle will be every five years at the end of the educator's birth month. For example, an educator born in March issued a certificate in December 1999 would be subject to renewal requirements on March 31, 2005. Educators holding lifetime certificates are exempt from the renewal process. However, current educators adding Standard Certificates must renew the certificate.

STANDARD CERTIFICATE RENEWAL REQUIREMENTS: All certified educators seeking to renew a certificate must:

- complete the appropriate continuing professional education clock hours;
- complete the online standard renewal application;
- pay the appropriate renewal fee;
- successfully complete a criminal history review; and
- not be in default on a student loan or in arrears of child support

CONTINUING PROFESSIONAL EDUCATION (CPE) REQUIREMENTS: CPE requirements for each class of certificate are as follows:

- classroom teachers must complete 150 clock hours every five years;
- school counselors, learning resource specialists/librarians, educational diagnosticians, reading specialists, master teachers, superintendents, principals, and assistant principals must complete 200 clock hours every five years; and
- dyslexia CPE training is required for educators who teach students with dyslexia and must include new research and practices in educating students with dyslexia

An educator must complete a total of 150 or 200 clock hours of continuing professional education every five years. A classroom teacher who also holds a principal certificate would need a total of 200 clock hours to renew both the teacher and principal certificates.

Please note that educational aides are not required at this time to complete any CPE hours for certificate renewal.

CONTINUING PROFESSIONAL EDUCATION ACTIVITIES: CPE clock hours can be accrued through the following:

- workshops, conferences, and in-service or staff development given by an approved registered provider;
- undergraduate and graduate coursework through an accredited institution of higher education, with one semester credit being equivalent to 15 CPE clock hours;
- interactive distance learning, video conferencing, or on-line activities;
- independent study, not to exceed 20% of the required clock hours, which may include: self-study of relevant professional materials (e.g., books, journals, periodicals, video and audio tapes, computer software, interactive distance learning, video conferencing, or online activities); developing curriculum; or authoring a published work;
- developing, teaching, or presenting CPE activities, not to exceed 10% of the required clock hours; and
- providing professional guidance as a mentor to another educator, not to exceed 30% of the required clock hours

Written documentation and verification of all CPE activities for Standard Certificate renewal must be maintained by the educator. Worksheets to assist educators in tracking their CPE clock hours can be found on the TEA website. It is the responsibility of the educator to determine which CPE activities meet the requirements for standard certificate renewal.

CONTINUING PROFESSIONAL EDUCATION PROVIDERS: All persons or organizations providing CPE activities to educators for Standard Certificate renewal must be registered with TEA. Providers must furnish each educator with written documentation to include:

- provider's name and ID number;
- educator's name;
- date and content of the activity completed; and
- number of clock hours awarded

Only those CPE activities from TEA registered providers will be recognized for Standard Certificate renewal purposes. All CPE providers approved by TEA are listed under the "Texas Educators", then "Certification Renewals" link on the TEA website.