PPCP 2025-2026

ESC Region 12
Principal Preparation
& Certification Program

Program Handbook

Come Grow With Us

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Region 12 Education Service Center **Innovate. Empower. Educate.**

Vision & Mission

The Education Service Center Region 12 provides professional training and technical assistance for the purpose of improving student performance for all students.

Per HB 452, resources and services provided by ESC Region 12 are aligned with, and designed to support, the Texas Essential Knowledge and Skills (TEKS) adopted by the State Board of Education.

Vision

Innovative Solutions. Empowered Learners. Educated Communities.

Mission

We partner with schools and communities to achieve student success.

Strategic Priorities

ESC Region 12 is committed to the Continuous Improvement Model for enhancing programs and services as defined in the following four strategic priorities:
-Assist school districts in improving student performance
-Assist school districts in increasing effectiveness and economy of operations
-Assist school districts in the implementation of statewide and regional initiatives

OUR SERVICE AREA

WHO WE SERVE:

12 Counties

77 School Districts

337 Campuses

10 Charter Schools

177,617 Students

12,342 Teachers

25,613 Total Staff

Our region spans 11,179 square miles
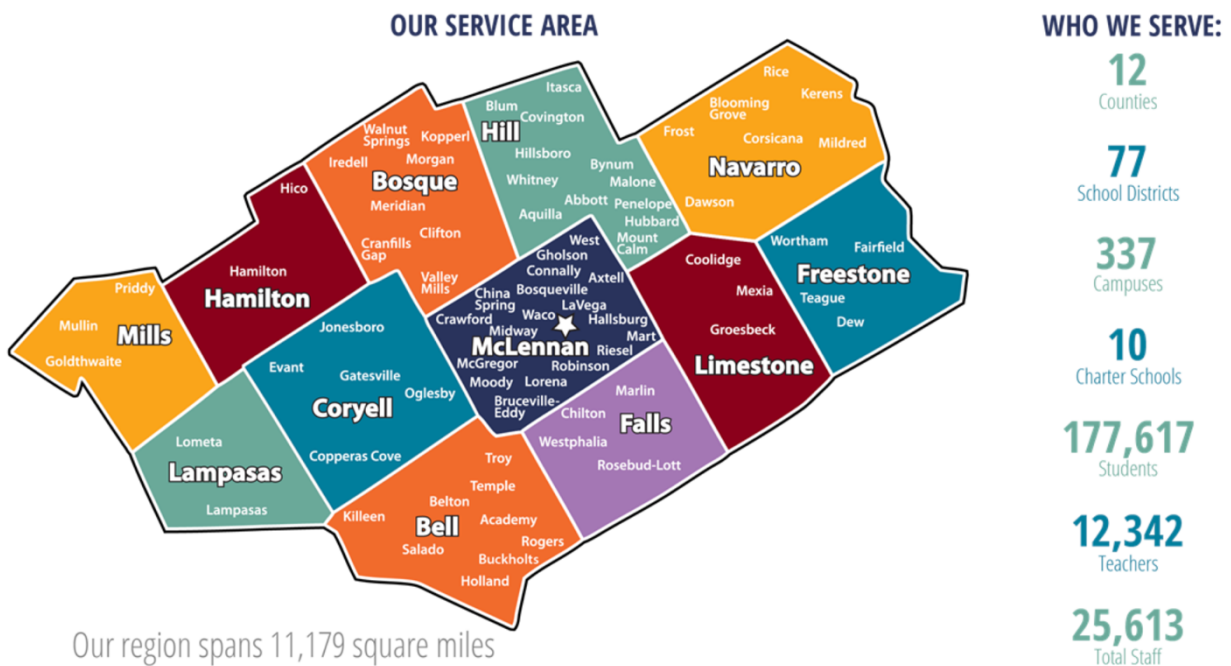
ESC Region 12 Principal Preparation and Certification Program

> *Highly skilled school leaders are not born — nor are they fully forged in the instructional setting of the school classroom. Neither do they emerge fully prepared to lead from traditional graduate programs in school administration. Most likely, <u>effective new principals have been rigorously prepared and deliberately mentored in well-designed programs that immerse them in real-world leadership experiences where they are challenged to excel</u>.*
>
> Southern Regional Education Board*, Good Principals Aren't Born – They're Mentored*

The above quote captures the vision for the ESC Region 12 Principal Preparation and Certification Program. Research shows that, aside from teachers, school principals are the most influential school-based factor in promoting student achievement. Specifically, research finds that principals account for a quarter, on average, of their school's overall impact on student achievement outcomes. Likewise, research observes that differences in student achievement up to 20 percentage points may occur when a school has an "above-average principal" rather than an "average principal." **Therefore, the overarching goal of the ESC Region 12 Principal Preparation and Certification Program is to increase student achievement by developing, equipping, mentoring, and coaching "above-average principals."**

The **Principal Preparation and Certification Program (PPCP)** provides an alternative to the traditional certification path for ESC Region 12 customers. Candidates prepare for campus-level leadership through participation in the following learning experiences:

- Face-to-face instruction and online learning modules aligned with the Principal Standards articulated in Texas Administrative Code §149.2001 and the Principal as Instructional Leader Competencies found in Texas Administrative Code §241.15 *(see Appendix A).*
- Mentoring, coaching, and support provided by an ESC Region 12 Field Supervisor, a veteran school administrator.
- Field-based practicum experiences accomplished under the support, supervision, and coaching of a Site-Supervisor/Mentor who is a current school administrator.

Although ESC Region 12 can provide no guarantees, employment is facilitated through the long-standing reputation of quality that Region 12 school districts have come to expect when hiring PPCP "graduates." The Education Service Center (ESC) Region 12 welcomes the opportunity to serve you and to work collaboratively with local school districts in our mission to ensure all students receive a quality education under the instructional leadership of highly qualified principals.

Equal Opportunity Policy - The Education Service Center Region 12 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, or hiring practices. Inquiries regarding the Title IX policies should be directed to the Director of Human Resources at ESC Region 12, 2101 W. Loop 340, Waco, TX 76712 or 254.297.1212.

All participant files are maintained with the highest level of confidentiality and security. ESC Region 12 complies with the Federal Equal Right to Privacy Act (FERPA) in the release of personal information.

Education Service Center Region 12
Principal Certification Network Contact Information

Tammy Becker, Deputy Executive Director, (254) 297-1240, *tbecker@esc12.net*

Jessica Torres, Director, (254)297-1284, *jtorres@esc12.net*

Christa Miller, Principal Liaison (254) 297-1278, *cmiller@esc12.net*

Sharon Davis, Principal Liaison/Field Supervisor, (254) 297-1161, *sdavis@esc12.net*

Candace Kato, Administrative Assistant, (254) 297-1207, *ckato@esc12.net*

Education Service Center Region 12
P.O. Box 23409, Waco, Texas 76702-3409
Street address: 2101 W. Loop 340
Waco, Texas 76712
Phone: (254) 297-1212   Fax: (254) 666-0823

Office Hours
8:00 a.m. - 4:30 p.m. Monday - Thursday
8:00 a.m. - 4:00 p.m. Friday
Offices are closed some Fridays due to staff meetings.

Students need great teachers, and teachers need great leaders. One can't exist without the other.

U.S. Department of Education

Program Description

The ESC Region 12 Principal Preparation and Certification Program (PPCP) is a high–quality, challenging, and relevant certification program. It is designed to prepare aspiring educational leaders for the roles, responsibilities, and competencies detailed in the principal standards (TAC §149.2001, §241.15) and assessed by the certification assessments, Pearson Principal as Instructional Leader (268) and the Performance Assessment for School Leaders (PASL-368).

The PPCP learning experiences include the following:

▪ **Online Learning via the CANVAS Learning Management System**
  o PPCP coursework and practicum spans a full year, from June 5, 2025 to June 25, 2026.
  o The online learning consists of five modules aligned with the principal standards, the 268 competencies, and the PASL tasks.
  o In addition to the five modules, the following assignments are also included on CANVAS and are graded. These grades are included in the final grade calculations, and the late and/or missing assignment policies apply to these assignments also:
    ▪ Three Practicum Log benchmarks
    ▪ Three PASL benchmark submissions (grade based on completion, not scored with the PASL rubric)
    ▪ At least three Field Observations
    ▪ Six informal observations/coaching sessions (3 per semester)
    ▪ One School Board observation and summary assignment
  o The modules include reading assignments, viewing of videos and PowerPoints, discussions and discussion groups, quizzes, and a variety of writing assignments.
  o The modules are of varying lengths, but each one opens at 12:00 a.m. on a Saturday and closes at 11:59 p.m. on a Monday
  o **Assignments cannot be submitted on CANVAS after the window closes; therefore, the grade for that assignment will be a zero. The candidate must contact the CANVAS instructor within 24 hours in order to submit late assignments via email for 50% credit (if submitted within the 24 hours).**
  o **A pattern of late or missing submissions results in dismissal from PPCP.**
  o Please set aside 4-5 hours weekly to work on the module learning activities. Several of the activities call for Monday-Friday school-based experiences or discussions, so plan ahead. The quality of your learning and your assignments will be compromised if you try to complete all of the work at one sitting.
  o **A final online grade of at least 80 with NO MISSING ASSIGNMENTS is required for certification recommendation.**

▪ **Face-to Face Learning**
  o The face-to-face learning sessions take place at the Service Center on 7 days during the first summer, 11 Saturdays scheduled throughout the school year, and 1 day during the second summer.
  o AEL (Advancing Educational Leadership), T-TESS, Youth Mental Health First Aid require 7 days and are offered at optional times during the summer and the school year.
  o The face-to-face learning content and experiences align with the principal standards, the 268 competencies, and the PASL tasks.
  o **Reading assignments are required preparation for face-to-face learning.**
  o The materials for each face-to-face learning session will be made available on CANVAS.
  o Candidates are expected to clear their calendars in order to attend all face-to-face sessions. **All absences from face-to-face learning are considered unexcused with the exception of those**

verified as personal illness with a doctor's note. Make-up work will be assigned and will be a CANVAS grade. The make-up work is due one-week after being assigned.

- **Formal Observations** – TAC §228.117:
  - o Each candidate will be observed by the Field Supervisor <u>a minimum of 3 times</u> during the program. The first formal observation must be within the first third of the program, one formal observation within the second third of the program, and one formal observation within the final third of the program.
  - o The three required formal observations must total at least <u>135 minutes</u> and must be conducted by the **Field Supervisor.**
  - o For each formal observation, a required pre-conference and post-conference will be conducted by the **Field Supervisor.** The pre and post conference may be via Zoom or email.
  - o The candidate will provide a copy of the written observation feedback to his/her Site Supervisor/Mentor.
  - o The formal observation required documentation is found in Appendix B.
  - o The formal observations are not complete until the 3 observation documents (Pre-Confernece, Observation, Post-Conference) are signed and returned to the field supervisor.
- **Informal Observations** – TAC §228.101
  - o At least three informal observations of 15 minutes or more are required per semester (6 informal observations total).
  - o The informal observations are informed by written feedback and targeted skill(s) communicated to the candidate during the formal observation post-conference.
  - o The informal observations of practicum candidates may be virtual, either synchronous or asynchronous. They may be a video, a zoom, or an artifact that provides evidence of ongoing improvement of targeted skill(s) identified in the formal observation post-conference.
- **Practicum Experience** –TAC §228.61(c), TAC §228.81
  - o The PPCP includes a field-based practicum whereby a candidate must demonstrate proficiency in each of the standards identified in TAC §241.15, *Standards Required for the Principal Certificate*. The standards are listed in Appendix A.
  - o The practicum experience is designed to integrate theory and practice through a field-based mentoring and coaching approach under the guidance and support of a practicing administrator (Site Supervisor/Mentor).
  - o The practicum must provide a minimum of 160 clock-hours of experiences that allow the candidate to demonstrate proficiency in each of the standards required for principal certification The instructions and the log for the documentation of practicum hours are included in Appendix C.
  - o **The practicum log is to be uploaded, maintained, and shared with the Field Supervisor in Google Docs.**
  - o In order to monitor a candidate's progress throughout the practicum, the candidate will make sure all hours are logged prior to each Formal Observation. The Practicum Log benchmark grade will be a part of each Formal Observation. The following practicum hours will be the benchmark expectations:
    - Formal Observation 1 (the first third of the practicum) – 50 clock hours
    - Formal Observation 2 (the second third of the practicum) – 110 clock hours
    - Formal Observation 3 (the final third of the practicum) – 160 clock hours
  - o *The Practicum Benchmark Report* is found in Appendix D.
  - o A practicum is successful when the Field Supervisor and the Site Supervisor/Mentor recommend to the PPCP that the candidate should be recommended for principal certification. The *Summative Evaluation* and *Recommendation for Certification* are found in Appendix D.
  - o If either the Field Supervisor or Site Supervisor/Mentor does not recommend the candidate for principal certification, the person who does not recommend the candidate must provide documentation supporting that decision to the candidate and either the Field Supervisor or Site Supervisor/Mentor.

- **Advancing Educational Leadership (AEL) Training.**
  - AEL is a 3-day research-based training that is required for all administrators who will utilize the T-TESS rubric to appraise teachers.
  - The purpose of the training is to equip school leaders with the skills, strategies, and mindsets needed to build strong school cultures and collaborative relationships. AEL develops the PPCP candidate's knowledge and skills in the following essential areas: curriculum and instruction, data gathering and analysis, goal setting, conducting effective conferences, team-building, conflict resolution, mentoring, and coaching.
  - The PPCP AEL training may be scheduled during the first summer or during the school year.

- **Texas Teacher Evaluation and Support System (T-TESS) Training**
  - TEA requires that all T-TESS appraisers complete this 3-day training and pass a certification examine prior to conducting formal observations.
  - The PPCP T-TESS training may be scheduled during the first summer or during the school year.

- **School Board Meeting Summary**
  - Each PPCP candidate will attend a regularly scheduled board meeting and provide a summary and reflection about the board proceedings.
  - This assignment will be submitted via CANVAS.

- **PASL Benchmark Submissions** aligned with each PASL Face-to-Face Workshop.

> ***See Appendix E for the current year Course Calendar and textbook list.***

PPCP Admission Requirements

All applicants for admission to the ESC Region 12 Principal Preparation and Certification Program (PPCP) must meet the following requirements:
- Hold a valid classroom teaching certificate.
- Provide an official Service Record verifying at least two years of creditable teaching experience.
- Hold a master's degree from an approved accredited institution of higher education with a cumulative grade point of 3.0 on a four-point system.
- Provide official transcripts from master's program *(All foreign transcripts must be translated and evaluated. A list of approved foreign evaluation agencies is available at the TEA site for Foreign Evaluation Services.)*
- Pass the program screening process which includes a face-to-face interview and a constructed response writing sample.
- Provide a letter of recommendation from current supervisor.
- Submit the Employer Support form completed by current supervisor.
- Submit three professional references, one from current supervisor.
- Meet all application deadlines.
- Pay an application fee of $75 (non-refundable)
- Submit TOEFL scores if English was not the language of instruction at your university.

Credit for Military Service Member or Military Veteran *19 TAC Chapter 228.35*
- Candidates in the Texas Alternative Certification Program or the Texas Post-Baccalaureate Program who are current military service members or military veteran candidates may receive credit towards the required training or education hours for Educator Preparation Program (EPP) completion provided that the military service, training, or education is directly related to the certificate being sought.
- To request a review for transfer of military service, training, or education hours, please submit a formal request. Your request should include your certification class (Principal or Superintendent) and documentation of the service, training, or education that you would like considered. Some examples of acceptable documentation include course descriptions, certificates of completion, etc. Your request will be reviewed by the program coordinator. A decision will be provided to you in writing.

Criminal History Background Checks *19 TAC Chapter 227.1, Subchapter A §227.1*
- Educators must undergo a criminal history background check prior to employment as an educator. Submission of an application authorizes the Region 12, Educator Certification Program (ECP) to obtain any existing criminal history records pertaining to you, the applicant. **Failure to disclose information may result in dismissal from the program.**
- You may request a Preliminary Criminal History Evaluation from TEA **only if**:
    - You are enrolled or planning to enroll in an educator prepara5on program **or** you are planning to take a certification exam for initial educator certification, **and**
    - You have reason to believe that you may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

> *Being accepted into the PPCP does not guarantee certification or employment by a school district. All documents submitted for admissions consideration become property of ESC Region* **12**.

PPCP Payments and Fees

ESC Region 12 PPCP Program Enrollment Fee and Tuition	**$6,300.00**
Application Fee (non-refundable)	**$75.00**
Initial payment (due on or before first class, June 5, 2025)	**-$1,000.00**
Technology fee - $35, T-TESS - $525, AEL - $525, and TExES preparation sessions - $50	Included in tuition
Extension fee per semester (see page 13 for additional information)	$800.00

Fees paid directly to other entities (268 and 368 cost may change):

TExES 268 Registration Fee - Paid to Pearson	$200.00
PASL Registration Fee - Paid to ETS *(resubmission fees not included here)*	$375.00
TExES 268 Practice Exam Fee	$10.00
Standard Certificate Application Fee (paid to TEA)	$78.00
Textbooks	Approximately $400.00

Payment Policies:

- **ALL participants must make the initial payment of $1000 on or before the first class.** This amount will be applied as part of the full tuition. Any refunds of overpayments will be made after the full balance is received.
- Failure to observe payment schedule may result in delay of training or termination from the program.
- **Making payments**
    - Candidates are strongly encouraged to make payments online via **PayPal.**
    - Payments can also be made directly to the ESC Region 12 Business Office by credit card (VISA, MasterCard, or Discover), check, or money order.
    - We do not accept payments in cash.
    - **All payments must be made through the business office.**
    - For further details, call 254.297.1177 or 254.297.1245 during regular business hours.
    - **NOTE:** A $25.00 fee will be charged for all returned checks.

Payment Options:

☐ **OPTION 1 - Payment in Full**
    - Candidates who pay tuition (including enrollment fee) in full before or at orientation will receive a $500 discount.
    - Payments may be made with a credit card, check or money order. No cash is accepted.
    - $6,300 *less* $500 discount = $5,800

☐ **OPTION 2 - Two Payments after initial $1000 payment = $5300**
    - $2,650 due by October 1
    - $2,650 due by February 1

☐ **OPTION 3 - Monthly Payments after initial $1000 payment= total $5300**

- o You agree to make 10 monthly installments of $534.00 beginning September 1 and continuing through June 1.
- o $5,300 + $40 processing fee = $5340
- o $5,340 ÷ 10 months = $534.00
- o *See Appendix F – Tuition Payment Agreement.*
- ☐ **OPTION 4 - Funds Pending**
  - o Funds are provided from an <u>approved outside source</u> [Texas Rehabilitation Commission or a personal loan institution.
  - o <u>Documentation from the provider must be presented at Registration</u>.
  - o Funds must be received by Region 12 consistent with the two-payment schedule(Option 2) after the initial $1000 payment:
  - o $2,650 due by September 1
  - o $2,650 due by February 1
  - o **It remains the responsibility of the student to make timely payments** to ESC Region 12 until the full amount is received from the funding source.

Refunds – Second Class Day Policy

A refund of a percentage of fees paid to the ESC Region 12 *Principal Preparation and Certification Program* will be authorized upon submission of a written request to withdraw enrollment and the return of all textbooks by the close of business following **the second day of class**. **No refunds will be given after the second day of face-to-face class**.

Program Policies

Accommodations

The ESC Region 12 PPCP promotes an academic experience for students with disabilities that is fully inclusive and accessible. If you require special accommodations or have special needs in order to participate, please contact the PPCP Lead.

Attendance

ESC 12 PPCP expects candidates to attend every class session. Due to the accelerated nature of the course and the fact that certain classes are taught by ESC 12 specialists or external experts, the teaching cannot be replicated.

- Candidates are expected to clear their calendars in order to attend all face-to-face sessions. **All absences from face-to-face learning are considered unexcused with the exception of those verified as personal illness with a doctor's note.** Make-up work will be assigned and will be recorded as a grade in CANVAS. The make-up work is due one week after being assigned.
- Any candidate missing more than <u>two</u> classes will be subject to dismissal from the program.
- Punctuality is deemed as important as attendance. Tardiness is disruptive to instructors and other candidates.
- Upon late arrival, candidates are expected to check with the instructor to make sure they were marked tardy instead of absent.
- **Excessive tardies may be considered an absence at the discretion of the instructors.**

Attire / Appearance

As professional educators, candidates are required to meet higher standards in both performing quality work and in presenting a professional personal appearance.

- Saturdays - business casual
- Presentations - business professional

Collective Commitments/Norms

- We will be fully "present" both in class and in online learning, prepared for active participation and meaningful learning work.
- We will display a growth mindset that embraces challenging learning, welcomes and responds to feedback, takes risks, and is open to honest reflection.
- We will be committed to high standards as a professional and exemplary performance as a learner.
- We will hold each other accountable, celebrate successes, and have fun.

Communication

The following processes are in effect to assist with the flow of communication between PPCP candidates and program staff:

- **Personal Contact Information**: It is the PPCP candidate's responsibility to inform program staff of any changes to personal contact information and to keep this information updated.
- **E-mail messages: Many communications from ESC 12 will be sent via e-mail. <u>Please respond in a timely fashion - within 24 hours.</u>**
- <u>**Respond to requests for work corrections or resubmission of assignments within 24 hours.**</u>

ESC 12 PPCP seeks to prepare candidates for the professional world of leadership. Good communication is an expectation. Candidates must communicate with and respond to the PPCP instructors and/or field supervisor within 24 hours.

Drug-Free Environment

ESC Region 12 is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Candidates who use or are under the influence of alcohol or illegal drugs (as defined by the Texas Controlled Substances Act) during class hours may be dismissed from the program.

Evaluation of PPCP Performance
Candidates are evaluated during the program in many different ways, including but not limited to the following:
▪ Compliance with the Code of Ethics
▪ Evidence of completion of the required readings, both in the CANVAS assignments and in class discussions
▪ Responding to communications within 24 hours
▪ Meeting timelines and deadlines for online assignments and benchmarks
▪ Grades earned on online module assignments, tasks, quizzes, and discussions: **A final online grade of at least 80 with NO MISSING ASSIGNMENTS is required for certification recommendation.**
▪ Observations by instructors during face-to-face classes
▪ Accomplishing the Practicum benchmarks
▪ Successfully meeting the PASL benchmarks
▪ Results of the TExES 268 practice test
▪ Attendance and punctuality
▪ Formal and informal observations and feedback from Field Supervisor
▪ Feedback from Site Supervisor/Mentor

A **mid-year progress conference** will be conducted with input from PPCP instructors, site supervisor, and field supervisor. At this time, grades, benchmarks, assignments, communication, leadership dispositions, field observations, and professionalism will be reviewed to determine if the candidate is "on track" to meet certification requirements.

Extensions
If a candidate does not complete all of the PPCP requirements (see pages 15-17) by June 25, 2026 a one (1) semester extension <u>may</u> be requested. The dates for the one semester extension will be July 1, 2026 to December 31, 2026. Decisions about extensions are made by the Director of Campus Leadership Services.

A candidate may request an extension for the following reasons:
• If a candidate has not completed or has not satisfactorily completed the required practicum hours.
• If a candidate has not earned the "approval to test" for either the 268 or the PASL.
• If a candidate has not passed the TExES 268 or the PASL 368.
• If a candidate does not receive an unconditional recommendation from the Field Supervisor or the Mentor/Site Supervisor.

The following requirements MUST be completed within the cohort year and cannot be extended:
• Successful completion of the online module assignments *(grade of 80 with no missing assignments)* and the face-to-face classes.
• Successful completion of the Formal and Informal Observation requirements.
• All tuition and fees must be paid in full.

An extension is possible but not guaranteed. A program extension application must be requested from and submitted to the PPCP Field Supervisor. The request will be considered by the Region 12 Campus Leadership Department Director.

If an extension is granted, a non-refundable fee of $800.00 for a one semester extension will be assessed. In order to support the candidate in completing the PPCP requirements and/or certification requirements, an individualized support plan will be developed. The support plan may include, but is not limited to, the following requirements:
• Completion of additional coursework, online or face-to-face
• Completion of required practicum hours
• Completion of additional reading assignments
• Participation in PASL and/or TExEs 268 work sessions and/or tutorials

- Participation in additional field observations and benchmark check-ins.
- Receive an unconditional recommendation from the Field Supervisor or the Mentor/Site Supervisor.

Candidates may incur additional costs associated with materials or resources needed for the extension support plan (e.g. study guides, online tutorials, books for additional reading assignments).

If after three (3) years from the initial date of admission, the PPCP candidate has not completed all current program requirements in order to be eligible for certification, and/or has not been active in the program, the candidate will be formally exited from the program and all training hours, coursework, and practicum efforts will expire. ***Money applied towards ESC-12 training is non-refundable at any time during the program.***

Field Supervisor and Site Supervisor/Mentor
Each candidate will be assigned an ESC Region 12 staff member as Field Supervisor. The candidate will select a Site Supervisor/Mentor who is usually his/her campus principal. The ESC Region 12 Field Supervisor and the Site Supervisor/Mentor will support the practicum and PASL work of the candidate and submit documentation of the candidate's performance throughout the PPCP. The performance documentation will inform the PPCP staff of the candidate's progress and, ultimately, the candidate's readiness and eligibility for certification.

- **Field Supervisor Responsibilities**
  - The Field Supervisor is hired by the educator preparation program to observe candidates, monitor their performance, and provide constructive feedback to improve their effectiveness as educators.
  - The Field Supervisor will provide structured guidance and regular ongoing support to each PPCP candidate. This support and guidance encompass four areas of Field Supervisor Responsibilities:
    1. Initial contact with each assigned candidate
    2. Informal observations, ongoing support, and coaching, as appropriate
    3. Formal observations
    4. Practicum experience
  - The Field Supervisor will ensure that each candidate has a trained Site Supervisor/Mentor. Candidates are encouraged to seek a Site Supervisor/Mentor on their campus.

- **Site Supervisor/Mentor Responsibilities**
  - The Site Supervisor/Mentor attends the required Site Supervisor/Mentor training.
  - The Site Supervisor/Mentor reports the candidates progress to the Field Supervisor.
  - The Site Supervisor/Mentor receives written feedback from the Field Supervisor after each of three formal observations of the candidate.
  - The Site Supervisor/Mentor collaborates with the candidate and the Field Supervisor throughout the practicum experience, to include the mid-year progress conference and end of year summative evaluations conference.
  - The Site Supervisor/Mentor will provide support and opportunities for candidate's completion of the PASL requirements.
  - The Site Supervisor/Mentor guides, assists, and supports the candidate during the practicum in the following areas:
    1. Formal observations
    2. Practicum experience
    3. Ongoing support and coaching, as appropriate
  - The ongoing support from the Site Supervisor/Mentor includes, but is not limited to, the following:
    - Complete and return the *Mentor Agreement* by the designated date.
    - Complete and submit the candidate's summative evaluation and recommendation.
    - Meet regularly with the candidate, formally and informally, for support and coaching.
    - Enable the candidate to observe classrooms and perform administrative duties.
    - Guide the candidate through the daily operations of the school.

Late Work Policy

All assignments are due by 11:59 p.m. Central Standard Time (CST) on the due dates indicated in CANVAS. Technical issues are not valid excuses for late work unless the problem is related to ESC 12 servers.

- **Assignments cannot be submitted on CANVAS after the window closes; therefore, the grade for that assignment will be a zero. The candidate must contact the CANVAS instructor within 24 hours in order to submit late assignments via email for 50% credit (if submitted within the 24 hours).**
- **A pattern of late or missing submissions results in dismissal from PPCP.**
- Please set aside 4-5 hours weekly to work on the module learning activities. Several of the activities call for Monday-Friday school-based experiences or discussions, so plan ahead. The quality of your learning and your assignments will be compromised if you try to complete all of the work at one sitting.
- **A final online grade of at least 80 with NO MISSING ASSIGNMENTS is required for certification recommendation.**

Leave of Absence

Leave of Absence (LOA) is reserved for extenuating circumstances only. Allowable reasons include medical/prolonged illness, family emergency, or military duty.
- Requests for a Leave of Absence from the program **must be submitted in writing to the Director of Campus Leadership Services explaining the reason for the request**.
- Tuition must be paid in full prior to requesting a leave of absence.
- Candidate understands that if after three (3) years from the **initial date** of admission the PPCP candidate has not completed all current program requirements in order to be eligible for certification, and/or has not been active in the program, the candidate will be formally exited from the program and all training hours, coursework, and practicum efforts will expire.
- Upon return from LOA, the candidate will be required to submit a written request to the Director to reactivate enrollment and will be required to comply with all PPCP requirements and program fees in effect at the time of the reactivation.

Make-Up Assignments for Face-to-Face Classes

Candidates are responsible for all coursework that may have resulted from an absence. Instructors will assign additional coursework to ensure candidates demonstrate proficiency in each competency. The make-up assignments for face-to-face classes will be entered as a CANVAS grade and are due one week after being assigned.
- *Candidates may incur additional costs associated with materials or resources needed for remediation (e.g. study guides, online tutorials, books for additional reading assignments).*

Professionalism

Professionalism is the conduct, aims or qualities that characterize or mark a profession or professional person. Professionalism includes aspects of performance to include punctuality, communication, timely submission of paperwork, appropriate dress, confidentiality with sensitive information, and overall performance that contributes to the success of the organization. The *Code of Ethics and Standard Practices for Texas Educators (see Appendix G)* outlines the professional behavior required of all educators. Candidates in ESC Region 12 PPCP are expected to conduct themselves in a professional manner at ALL times.

Satisfactory Academic Progress

Each learner is expected to complete all coursework and make successful progress toward his/her principal certification.
- Participants will not be recommended for certification until **all the requirements of the Principal Certification Program have been successfully fulfilled and tuition is paid in full**.

Special Circumstances

In certain individual cases where retraining, reactivation, and reinstatement are deemed necessary and

appropriate by the program, additional fees will be determined for each situation.

Technology
PPCP integrates technology in the program both for communication and course delivery. Some instruction is delivered via the internet. All program participants must have daily access to a personal computer, printer and internet connection. Students must bring devices to class to access online content, view videos and communicate with students in distant locations.

Textbooks
Candidates are responsible for purchasing all books on book list. Additional books may be loaned to candidates. The student agrees to return all borrowed textbooks in good condition upon completing the program or withdrawal from the program. Any textbooks not returned on the appointed return date must be purchased by the student at the replacement cost. Textbooks must be 'cleared' as a requirement of completing the program.

<u>Principal Certification Program Completion Requirements</u>

The Texas Legislature and SBEC regulate Texas educator certification. All educators in Texas, regardless of the route they take to certification, must pass <u>mandated state board exams</u>. No guarantee of certification is implied by acceptance into the PPCP or completion of the coursework and practicum.

In order to be considered a "finisher/completer" of the principal preparation program and recommended for certification, the following PPCP completion requirements must be met:

- Submission of all required orientation documents (see Appendix H)
- Payment of all required fees
- Satisfactory completion of all PPCP class and coursework requirements, including attendance, assessments, and Canvas coursework and assignments – <u>a final grade of at least 80 with no missing assignments is required</u>
- Successful completion of a minimum of three Formal Field Observations
- Successful completion of at least 3 informal observations per semester (6 total)
- Successful completion of the practicum log hours
- Satisfactory evaluation from the Site Supervisor/Mentor
- Unconditional recommendation from the following: Site-supervisor, Field Supervisor, and PPCP Lead. If, in their professional judgment, the candidate has not demonstrated professional qualities that are in the best interests of students or has demonstrated attitudes or behaviors that detract from the learning environment of the school district, recommendation will be withheld.
- **Successful completion of all required state certification exams (TExES 268 and PASL 368).**

Texas Examinations (TExES 268 and PASL 368)
In the fall of 2019, the Texas Education Agency (TEA) launched a new principal certification assessment path to better meet the needs of today's principal. The new TExES Principal as Instructional Leader (268) exam and the Performance Assessment for School Leaders (PASL) (368) focus on the important instructional role that principals fulfill in Texas schools today and in the future. A candidate must pass both the TExES Principal as Instructional Leader (268) exam and PASL (368) in order to be recommended for the standard certification.
- **Candidates must be "approved to test" by the PPCP prior to registration**.
- Registration for the exams is handled through ETS (PASL/368) and TEAL (268), and scores are returned to the candidate and the PPCP.
- If a candidate fails the TExES (268) exam, the test can be re–taken up to 4 times with a 30-day waiting period in between testing attempts.
- If a candidate fails the initial PASL submission, he/she must follow the PASL re-submission deadlines and procedures for additional attempts.

TExES Principal as Instructional Leader (268)

- The TExES Principal as Instructional Leader Preparation Manual is available on the Texas Educator Certification Program website. The manual is a valuable self-study resource for PPCP candidates.
  - o The 268 includes four constructed-response (CR) questions, totaling 40% of the exam score, in addition to a variety of 70 selected-response (SR) questions, making up the remaining 60% of the score.
  - o Candidates have a total of 4 hours and 45 minutes following opening tutorial to complete the computer-based exam.
  - o The exam is administered on a quarterly basis through Pearson.
  - o Each candidate will need to create both a TEAL account and Pearson account. More information can be found at http://www.tx.nesinc.com/Home.aspx.

- **TExES 268 Support**
  - o The main support for 268 readiness is embedded in the tight alignment of all the PPCP content with the Principal as Instructional Leader exam domains and competencies articulated in TAC §241.15. Sample selected response items and constructed response items are included in both the online modules and in the face-to-face classes.
  - o Two face-to-face Saturday classes will focus on 268 exam preparation. The first Saturday will focus on the selected response portion of the exam, and second Saturday will focus on constructed response writing with candidates completing an actual constructed response writing and receiving a score with feedback.

- **Earning "Approval to Test" for the TExES 268 Exam**
  - o One Saturday class will be a TExES 268 practice exam session and will serve as the mid-course benchmark assessment and indicator of readiness to register for the TExES 268.
  - o To earn approval to test, a candidate must **score a passing score on the practice exam.**
  - o If the candidate does not meet the "approval to test" criteria on the practice 268, an individualized support plan will be developed with the PPCP instructors. The plan may require additional coursework and/or tutorials with accompanying fees to be paid by the candidate.
  - o After successful completion of the support plan, a second TExES 268 practice exam will be scheduled. A passing score on the second exam is required for "approval to test."
  - o **The Practice 268 exam results must be uploaded as a CANVAS module assignment.**

- **TExES 268 Domains**
  - o The 268 includes assessment items in the 6 Domains and accompanying weights displayed below.
  - o The constructed-response items assess content from Domains I, II, and III.
  - o **The passing scale score is 240 on a 100-300 scale range.**
  - o The TExES Principal as Instructional Leader (268) domains and competencies are listed in Appendix A. Be sure to note that the descriptors with asterisk are identified as priority statements for beginning principals.

Principal (268) Domains	Domain Weight

I. School Culture
    Competency 1
    Competency 2
	22–23%

II. Leading Learning
    Competency 3
    Competency 4
	41–45%

III. Human Capital
    Competency 5
    Competency 6
	18–19%

IV. Executive Leadership
    Competency 7
    Competency 8
	5–6%

V. Strategic Operations
    Competency 9
    Competency 10
	5–6%

VI. Ethics, Equity, and Diversity Competency 11	4–6%

Performance Assessment for School Leaders (PASL) 368

The PASL assessment requires a candidate to demonstrate his/her ability to apply the knowledge and skills identified as relevant and important for beginning school leaders.

- Early in the PPCP, candidates will be introduced to the PASL tasks, requirements, and processes. The PASL orientation will introduce candidates to the PASL tasks, requirements, and timelines.
- The PASL requires that each candidate works closely with his/her Site Supervisor/Mentor in order to address a significant problem/challenge and improve instructional practice, student learning, and the school collaborative culture.
- The candidates are expected to maintain consistent communication with their Site Supervisor/Mentor as they work through the tasks.
- The expectation **is that a PPCP candidate will submit in the spring in order to be considered a PPCP "finisher/completer" by the program end date.**
- The PASL submission windows, as well as other valuable PASL information, is found on the ETS website www.ets.org/ppa/test-takers/school-leaders/about
- The PASL includes three tasks requiring written commentary and submission of supporting/documenting artifacts. Tasks are completed by entering and submitting a written response and uploading artifacts via an online submission system.
- **The passing PASL score is 42 out of a possible 64 points. TASK 1 and TASK 2 are each worth 16 points; TASK 3 is worth 32 points.**
- The *PASL Candidate and Educator Handbook* (PDF) is a valuable resource for completing the assessment. It includes a basic overview of the assessment and test-taking strategies, as well as information on:
  - Prioritizing activities and organizing thinking
  - Guidelines for writing and understanding the type of writing required by each guiding prompt
  - Collecting evidence — evidence is found in the information that you provide within your written commentary and in the artifacts that you submit.
  - Preparing for, completing, and analyzing the video recording.
  - Scoring of tasks.

PASL Support and Ethical Considerations

It is extremely important for the candidate to review the PASL Support and Ethical Considerations and understand what the PPCP instructors and Field Supervisors can and can NOT do to support the candidate on PASL.

  - The PASL work that candidates submit in response to each performance assessment task **must be theirs and theirs alone**. The written commentaries, student work and other artifacts, as well as the video recording, must feature candidates' interactions with colleagues and the work that the candidate facilitated within the school or district setting.

o The support provided by PPCP may include the following:
- Review the PASL components and the assessment process.
- Check for understanding of the task requirements, rubrics, and handbook.
- **Share only information that is public for all PASL candidates.**
- Provide direction on how candidates prepare, plan, and manage deadlines.
- Know, understand, and uphold the assessment's policies and guidelines.
- **Acknowledge and respect the fact that responsibility for developing and submitting the performance assessment rests solely and completely with the candidate.**
- Ensure that candidates understand that breaches of trust and confidentiality may destroy the validity of the assessment and may negatively affect the reputations of school leader candidates.
- Immediately report violations of confidentiality, incidents of falsified information or materials, and breaches of security.

o The support provided by PPCP may NOT include the following:
- Making choices for the candidates.
- Correcting the candidate's PASL task response(s)
- And using the PASL rubric to assign a score to the candidate's task response(s).

▪ **Earning Release for the PASL 368 Assessment**
o **Candidates must successfully complete and submit all three PASL Preparation Templates and must participate in three review conferences.**
- All checklists must be complete.
- All textbox responses must be complete.
- All artifacts (including videos) must be ready for submission.
- Per PASL rules, the PASL responses cannot be evaluated or scored, and feedback cannot be provided.

PPCP Exit Policy

In accordance with Texas Administrative Code (19 TAC §228.31b), effective September 1, 2024, all Educator Preparation Programs must have a published exit policy for the dismissal of candidates, which must be reviewed and signed by candidates upon admission.

Dismissal from the Region 12 Principal Preparation Program may be based on, but is not limited to, the following:

1. A violation of the *Code of Ethics and Standard Practices for Texas Educators* (see Appendix G)
2. Failure to meet the coursework requirements.
3. Failure to submit assignments, benchmarks, or communication in a timely manner.
4. Failure to pay fees in a timely manner.
5. Submission of false or misleading documents.
6. Asked to resign, or is non-renewed by the LEA.
7. Unexcused absence from two class sessions.
8. If after three (3) years from the initial date of admission the PPCP candidate has not completed all current program requirements in order to be eligible for certification and has not been active in the program, the candidate will be formally exited from the program and all training hours, coursework, and practicum efforts will expire.

The exit policy must identify a point of dismissal for inactive candidates after no more than two years of inactivity. An inactive candidate is one who is no longer completing coursework, training, and testing requirements with an EPP and is not a completer of the EPP. 19 TAC §228.31(b)

Money applied towards ESC-12 training is non-refundable at any time during the program.

Any decision by ESC Region 12's Executive Director and the Deputy Executive Director to dismiss a candidate from the PPCP is final and not subject to appeal.