

Superintendent Certification Application

For the Substitution of Managerial Experience in Lieu of the Principal Certification Requirement



Authority for Data Collection:

19 TAC Chapter 242.20(5)

Planned Use of the Data:

Review submitted information to determine if the applicant meets the requirements to substitute managerial experience for the principal certification requirement.

You must complete **all** of the following steps to submit your application for review:

1. Submit the online application for the out-of-state review of credentials and pay the \$164 fee.
 1. To complete the online application login to your online educator certification account
 2. If you do not have an account select the **ECOS for Educators** tab on the TEA website and follow the instructions.
 3. Once logged into your account click on the word **Educator**.
 4. Click on the **Applications** tab from the blue and white main menu and select **Out-of-State Certified Applicants**.
 5. Follow the prompts to complete the application and select **only** the box for the **Review of Credentials**
 6. Submit the application and pay the \$164 fee.
2. Complete all sections of this application.
3. Submit this application **and** a current resume or curriculum vitae using the **Email** button at the bottom of of this application.
4. TEA staff will review the application, confirm payment of the online fee, check references, and respond to the applicant in writing with an approval or denial within 60 days.

Last Name		First Name		Initial
TEA ID Number			Phone Number	
Address		City	State	Zip Code
Email			Date of Birth	

Public school work experience

1. Describe your experience in supervising or appraising faculty or staff. Please also indicate the length of your experience.

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1. Describe your experience in supervising or appraising faculty or staff. Please also indicate the length of your experience (continued).

2. Describe your experience in conducting district-level planning and coordination of programs, activities, or initiatives. Please also indicate the length of your experience.

3. Describe your experience with creating and/or maintaining a budget. Please also indicate the length of your experience.

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3. Describe your experience with creating and/or maintaining a budget. Please also indicate the length of your experience (continued).

References: List the names of three persons qualified to comment regarding your managerial experience.

Name	Email Address	Phone Number	Title and District

Applicant's Affidavit:

- 1. The above information is to the best of my knowledge, a true statement of facts concerning personal information and work experience.**
- 2. I understand any deficiency found in this Application may cause my application to be rejected.**

Name	Date
Signature	

After you have completed the online application and paid the \$164 fee for the review of credentials click on the email button to submit this completed application and attach your resume or curriculum vitae (you may print, sign, and scan this application if you are unable to use the digital signature).

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Additional page if needed