

**Form and Function Webinar (Non-Teacher Classes)
FAQs from the April 10, 2019 Webinar**

General:

Would you kindly send out slide show to participants?

I am new to this process, will we have access to this PowerPoint when the webinar is over?

Will these presentation slides be made available?

Will the recording and the ppt. be available after this webinar to those who attended?

Will these slides be available later?

Response: The webinar will be posted on the [Program Provider Resources](#) page under Forms & Documents on the TEA website. You may also contact your assigned program specialist for a copy.

Statement of Eligibility forms can be attained where?

Response: The TEA Statement of Eligibility for Internship form is not required and many EPPs have developed their own document that provides a potential employer with sufficient information to consider a candidate for an internship position. If an EPP does not currently use a document of this nature, the EPP may wish to consider using the TEA form. Please contact your assigned program specialist for the Statement of Eligibility (SOE) form for teacher and non-teacher classes of certification.

Electronic Transmission does not mean email, correct?

Response: In 19 TAC §228.35(h) regarding initial contact, which may be made by telephone, email, or other electronic communication, “other electronic communication” is anything other than telephone or email. An example may include a video chat, Skype, or any other similar way that the information is exchanged.

Tell us one more time about start of 268 - both for free and for pay. Any word on the PASL?

Response: Registration for the Principal as Instructional Leader (PASL) 268 opened on April 30, 2019 and is underway with administration windows beginning on 7/29/19. Candidates who pass 268 and complete all other certification requirements (e.g., course work, practicum, degree) by 8/31/2019 will be exempt from the Performance Assessment for School Leaders (PASL) if they apply and are recommended for certification by 10/30/2019. The PASL will become available to candidates this Fall. Information about PASL can be found at [ETS Performance Assessments for School Leaders](#).

Admission:

Does the teaching certificate have to be from Texas?

Response: In any of the Texas Administrative Code (TAC) where it states, “hold a valid classroom teaching certificate”, that means that the certificate must be valid. The rule does not specify that the certificate must be in Texas. If an educator has a classroom teaching certificate in another state, he or she would be well advised to apply for a review of out-of-state credentials to determine the acceptability of the certificate. Some districts may prefer a candidate with a Texas classroom certificate. Information regarding the process for [Out-of-State Certified Educators](#) can be found on the TEA website.

Is it necessary to have the years of teaching experience before admission to a program for a non- teacher class or can the years of experience be completed during the program?

Response: The required years of experience for a particular class are required at the time of certification. However, 19 TAC §227.10(a)(5) states that “If an applicant has not met the minimum certification, degree, and/or experience requirement(s) for issuance of a standard certificate prior to admission, the EPP shall inform the applicant in writing of any deficiency prior to admission.” To meet this requirement the EPP must request an official service record at admission.” Requesting a service record at the time of admission and informing the candidate what s/he is lacking meets the requirement. Often, it is the degree requirement that may be the deficiency.

Does valid equal not expired or inactive?

Response: A valid certificate will say “valid”. If it is not valid, you will see “expired” or “inactive” next to the certificate.

Does an expired standard certificate count as valid?

Response: No, an expired certificate does not count as valid. Refer to the definition of “Valid” on the Virtual Certificate lookup. A valid certificate qualifies the holder for employment as an educator in the Texas public schools or the public schools in the state in which it is issued. A valid certificate is not expired or inactive, and is not subject to an active suspension, surrender, cancellation, or revocation.

Can you define a "valid" teaching certificate...are intern, probationary AND standard teaching certificates considered "valid"?

Response: Yes, as long as a teaching certificate is valid, meaning it is not “expired” or “inactive”, it is valid. Intern, probationary, and standard certificates are all considered valid.

To clarify - I have both in my dropdown, but I will need to make the recommendation in May of 2019. Can I go ahead and choose the Instructional Leader choice, or do I have to wait until September to use it? If it cannot be used until September and student needs certified before then, do I choose Principal Standard Principal.

Response: A principal candidate must be recommended for the certificate and test for which s/he is prepared. If the candidate passed exam 068, s/he must be recommended for the previous Principal EC-12 certificate, provided that all requirements are met by 8/31/2019. If the candidate has passed test 968 or 268, s/he must be recommended for the Principal as Instructional Leader (PIL) EC-12 certificate. The PIL EC-12 may be recommended when the candidate has met the requirements for that certificate. If requirements are met after 8/31/2019, the PASL (exam 368) must also be passed.

Please clarify no test via PACT.

Response: Non-teacher classes do not PACT because the only test they take for certification is the content exam required for the respective certificate. The GRE is the pre-admission test used to admit non-teacher candidates under the 10% exception and the equivalent GRE scores are adjusted each year and posted on the [Program Provider Resources](#) page.

Did you say the TOEFL is only good for 2 years?

Response: TOEFL scores are valid for 2 years after the test date and there is no limit to the number of times an individual can take the test, but an individual cannot take it more than once in a 12-day period. For more information regarding the TOEFL iBT, visit the [ETS](#) website.

When you say, TOEFL scores may be obtained through multiple administrations of the TOEFL, does this mean that the four sub-scores may be from different testing administrations?

Response: Yes, scores may be combined from different test administration dates, as long as the test scores from those administrations are still valid. Scores are valid for 2 years after the test date. For more information regarding the TOEFL iBT, visit the [ETS](#) website. For example, an applicant takes TOEFL-iBT the first time and meets proficiency scores for speaking and listening then takes the test a second time within the 2-year period and meets proficiency scores for reading and writing. At that point, the applicant has met proficiency scores on all 4 portions.

Effective October 17, 2017, the SBEC adopted a new standard for the TOEFL requiring minimum scores of 24 on the Speaking, 22 on the Listening, 22 on the Reading, and 21 on the Writing portions for applicants who are not able to demonstrate English language proficiency with an undergraduate or graduate degree from the United States or a country found in [Figure: 19 TAC §230.11\(b\)\(5\)\(C\)](#).

If a candidate is already certified by TEA in another class (for example, they are a certified teacher and are now being admitted into a Principal prep program), do they still need to take the TOEFL if their bachelors was from a country not on the list?

Response: If the degree presented by an applicant for admission purposes was earned in a country where English is not the official language, s/he will be required to take the TOEFL. Effective October 17, 2017, the SBEC adopted a new standard for the TOEFL requiring minimum scores of 24 on the Speaking, 22 on the Listening, 22 on the Reading, and 21 on the Writing portions for applicants who are not able to demonstrate English language proficiency with an undergraduate or graduate degree from the United States or a country found in [Figure: 19 TAC §230.11\(b\)\(5\)\(C\)](#). A list of TEA approved [Foreign Credential Evaluation Services](#) can be found on the TEA website.

When should a Superintendent cert candidate complete the application to get 3 years of managerial experience reviewed/approved by TEA? Before admission, after admission?

Response: The requirement of three (3) creditable years of managerial experience is one that is required at the time of standard certification and is only required if the candidate does not hold the principal certificate. Reference [19 TAC §242.20\(5\)\(A\)\(i-iii\)](#). If a superintendent candidate does not have the required managerial experience or hold the principal certificate, the program is required to inform the applicant in writing of any deficiency prior to admission. Reference [19 TAC §227.10\(a\)\(5\)](#). The candidate should complete the application prior to admission or soon after admission. The [superintendent certificate application](#) to substitute managerial experience in lieu of a principal certificate is found on the TEA website.

For contingency admission for principal program, are all program requirements needing to be met except GPA proof just like the teacher program?

Response: For [contingency admission](#) into any certification class, all admission requirements in [19 TAC §227.10](#) and [19 TAC §241.5](#), including meeting the minimum GPA requirement, must be met except the degree that is required for admission into that class. The contingently admitted candidate must present a transcript by the end of the semester of contingency admission to show the degree has conferred. The overall GPA of each incoming class admitted between September 1-August 31, may not be less than a 3.0 on a four-point scale.

What options are available for a candidate who did not apply to the EPC at the start of their program and is now near the end of their program with graduation around the corner?

Response: Per 19 TAC §227.17(f)...an alternative or post-baccalaureate program, prior to formal admission, shall not provide coursework, training, and/or examination approval to an applicant that leads to initial certification in any class of certificate. If a candidate did not apply and was not formally admitted prior to completing coursework, the EPP will need to ensure that the candidate met admission requirements and document the process that occurred before providing test approval or recommending for certification. [19 TAC 227.17\(f\)](#) allows the EPP to admit an applicant that has completed coursework as part of a different post-baccalaureate program of study.

Program Coursework & Training:

Can the TEA provide EPP with a list of all approved vendors for mental health, substance abuse, etc.?

Response: The list of all TEA approved mental health, substance abuse, youth suicide, and dyslexia providers can be found on the [Program Provider Resources](#) page of the TEA website.

Can the Dyslexia training be provided by EPP staff or contracted in, or is there an approved provider list for this?

Response: EPP staff may provide candidates with dyslexia training as long as the training meets the requirements identified in [19 TAC §228.30](#) which includes instruction in detection and education of students with dyslexia, as indicated in the Texas Education Code (TEC), §21.044(b). An online course that meets the dyslexia training requirements in Texas Education Code (TEC) §21.044(b) is provided by the [Region 10 Education Service Center](#). The course includes the history of dyslexia, district requirements, procedures, statistics, recognizing the signs of dyslexia, intervention strategies, and options for parents of students with dyslexia. Information regarding dyslexia can be found on the [Program Provider Resources](#) page of the TEA website.

On the list of required curriculum topics, are those for principal prep programs?

Response: Yes. The curriculum topics identified in [19 TAC §228.30\(c\)\(1\)-\(8\)](#) are required of candidates seeking initial certification in any certification class.

With Digital Learning course, the training can only be provided by the approved providers on the TEA website?

Response: Instruction in digital learning as described in [19 TAC §228.30\(a\)\(8\)\(A-C\)](#) may be provided by the EPP. There is not a list of approved providers for instruction in digital learning.

Clarification - Principal candidates must also complete Dyslexia, Mental Health/Substance Abuse/Youth Suicide, Relationships & Boundaries, and ISTE requirements as initial teacher prep candidates. Correct?

Response: Yes. The curriculum topics identified in [19 TAC §228.30\(c\)\(1\)-\(8\)](#) are required of candidates seeking initial certification in any certification class.

What is the TAC code to substantiate required trainings for non-teacher class candidates?

Response: The curriculum topics identified in [19 TAC §228.30\(c\)\(1\)-\(8\)](#) are required of candidates seeking initial certification in any certification class.

Who can we contact with CTE questions?

Response: Always begin by contacting the assigned program specialist who will respond to your questions or find a response for you. The list of program specialist assignments is located on the [Program Provider Resources](#) page of the TEA website.

Can you provide an example of the type of proof we need to provide for the new curriculum topics – appropriate relationships and digital learning? Can we embed them within our curriculum or do they need to be separate courses? What are the parameters and proof of completion that would be required?

Response: TEA will look for evidence that the required coursework was taught within syllabi, certificates of completion, and coursework. The curriculum topics identified in [19 TAC §228.30\(c\)\(1\)-\(8\)](#) are required of candidates seeking initial certification in any certification class. Ethics Training may be provided by the EPP, but the Education Service Centers also provide a one-day training that meets requirements. Mental Health Training must be provided by an approved provider. Approved providers are found on the [Program Provider Resources](#) page of the TEA website. EPP staff may provide candidates with dyslexia training as long as the training includes instruction in detection and education of students with dyslexia, as indicated in the Texas Education Code (TEC), §21.044(b). An online course that meets the dyslexia training requirements in Texas Education Code (TEC) §21.044(b) is provided by the [Region 10 Education Service Center](#). The course includes the history of dyslexia, district requirements, procedures, statistics, recognizing the signs of dyslexia, intervention strategies, and options for parents of students with dyslexia. Information regarding dyslexia can be found on the [Program Provider Resources](#) page of the TEA website. Instruction in digital learning as described in [19 TAC §228.30\(a\)\(8\)\(A-C\)](#) may be provided by the EPP. There is not a list of approved providers for instruction in digital learning. The remainder of the required topics must be provided by the EPP.

Who can provide field supervisor training for EPP field supervisors?

Response: Field supervisors who support candidates in clinical teaching, internship, or practicum assignments on or after September 1, 2017 must complete statewide Field Supervisor Training. This training is offered at each of the 20 Education Service Centers (ESCs) across the state of Texas. There are 2 separate trainings for Field Supervisors of EPPs: Field Supervisor Observation Training (for teacher certification candidates) and Field Supervisor Coaching Training (for non-teacher classes of certification candidates). The training meets the requirements of [19 TAC §228.35\(g\) and \(h\)](#). If a field supervisor has received T-TESS training, that training may be used in lieu of state-wide field supervisor training. Perhaps remove the references to teacher stuff and just focus on non-teacher stuff. A field supervisor that has completed the teacher training will still be expected to complete the coaching training. Visit [TeachforTexas.org](#) for more information. Because the statewide training does not address the observation schedule required for teacher and non-teacher candidates or specific EPP processes for field supervision, each EPP must also provide local field supervisor training to ensure that all field supervisors are normed regarding EPP and TEA requirements.

It seems the site supervisors are allowed to be assistant or associate principals for the principal program, but the field supervisors cannot be an asst. or associate principal (must be a principal).

Response: An assistant or associate principal may field supervise principal candidates as long as s/he holds a current valid principal certificate and has the requisite years of experience. Reference [19 TAC §228.2\(16\)](#) Field Supervisor definition. A field supervisor shall have at least three years of experience and current certification in the class in which supervision is provided. A field supervisor with experience as a campus-level administrator and who holds a current certificate that is appropriate for a principal assignment may also supervise classroom teacher, master teacher, and reading specialist candidates. A field supervisor with experience as a district-level administrator and who holds a current certificate that is appropriate for a superintendent assignment may also supervise principal candidates. If an individual is not currently certified, an individual must hold at least a master's degree in the academic area or field related to the

certification class for which supervision is being provided and comply with the same number, content, and type of continuing professional education requirements.

Please provide an example of a site supervisor making a recommendation for standard certification. What does the recommendation look like? Is it a formal or verbal recommendation?

Response: The practicum is successful when the field supervisor and site supervisor recommend to the EPP that the candidate should be recommended for a standard certificate. Reference [19 TAC §228.35\(e\)\(8\)\(D\)](#). Typically, the field supervisor and site supervisor sign a document, such as the final formal observation form for the field supervisor or the practicum log for the site supervisor and provide that documentation to the EPP. The recommendation must be written.

May a site supervisor who is certified as a principal supervise a principal practicum for a person seeking principal as instructional leader certification?

Response: Yes. A certified principal that serves as a site supervisor holds the same class of certificate as a Principal as Instructional Leader (PIL) candidate and guides, assists, and supports the PIL candidate during the practicum and reports the candidate's progress to the candidate's field supervisor as required in [19 TAC §228.2\(30\)](#). However, it is the field supervisor that provides field supervision and conducts the formal observations as required in [19 TAC §228.35\(h\)\(1\)-\(3\)](#).

Regarding 19 TAC §228.35(E)(2)(b)(vii), is that only for ACP interns or are we talking all candidates for initial teacher certificate? non-teacher certificate candidates, too?

Response: The internship is successful for a teacher candidate when the field supervisor and campus supervisor recommend to the EPP that the candidate should be recommended for standard certification. Reference [19 TAC §228.35\(e\)\(2\)\(B\)\(vii\)](#). A similar rule applies to clinical teachers. Reference [19 TAC §228.35\(e\)\(2\)\(A\)\(iii\)](#).

Likewise, the non-teacher candidate in a practicum is successful when the field supervisor and site supervisor recommend to the EPP that the candidate should be recommended for a standard certificate. Reference [19 TAC §228.35\(e\)\(8\)\(D\)](#).

Our aspiring principals must complete 2 practicums (fall & spring). Must we have 3 observations each semester?

Response: A practicum for a minimum of 160 clock-hours where the candidate demonstrates proficiency in the standards is required as specified in [19 TAC §228.35\(e\)\(8\)](#). Per [19 TAC §228.35\(h\)\(1\)-\(3\)](#) the candidate must be field supervised for 135 minutes in duration during the practicum. The candidate must have an initial contact by the field supervisor within the first quarter of assignment and three formal observations as follows: 1st third, 2nd third, and 3rd third of assignment. Each formal observation must include a pre- and post-observation conference. If a particular educator preparation program requires that a practicum span two (2) semesters, then the field supervision cycle must be completed within the two semesters.

Are pre- and post-observation conferences required for all formal observations of principals?

Response: Yes. Each formal observation must include a pre- and post-observation conference. Reference [19 TAC §228.35\(h\)\(1\)-\(3\)](#). All non-teacher classes of certification must be supervised and observed by a field supervisor.

What kind of formal observations are not allowed?

Response: During EPP Program Reviews of non-teacher classes of candidates, observations that were check-ins were often found. If the observations do not meet the content, duration, frequency,

and format of TAC, they are not acceptable. Those check-in types of observations are not considered formal observations and do not meet the intent of field supervision because they are not standards-based and do not include a pre- and post-observation conference. Programs must adhere to [19 TAC §228.35\(h\)\(1\)-\(3\)](#) requirements regarding formal observations.

Certification Procedures:

Is a valid classroom teaching certificate not required for the School Counselor? It was not listed as a bullet.

Response: The requirement at the time of standard certification for school counselor candidates is that the educator have:

- Two creditable years of teaching experience as a classroom teacher.

Reference [19 TAC §239.20](#).

Please clarify intern/probationary cert requirements for Superintendent program.

Response: A candidate in a non-teacher class of certification may be placed on an intern or probationary certificate. In the case of the superintendent candidate, the intern certificate does not require a passed content exam and may only be issued once. The probationary certificate requires a passed content exam and up to two probationary certificates may be issued.

Under both types of certificates the candidate must be accepted and enrolled to participate in a Texas EPP that has been approved to prepare candidates for the certificate sought and be assigned in the certificate area being sought in a Texas school district, open-enrollment charter school, or other school approved by the TEA. Reference [19 TAC §228.35\(e\)\(8\)\(C\)\(i\)-\(ii\)](#), [19 TAC §230.36](#), and [19 TAC §230.37](#).

An internship is successful when the candidate demonstrates proficiency in each of the educator standards for the assignment and the field supervisor and campus supervisor recommend to the EPP that the candidate should be recommended for a standard certificate....

Response: For non-teacher classes, the candidate will be in a practicum and may or may be on an intern or probationary certificate per [19 TAC §228.35\(e\)\(8\)\(C\)](#). Also, 19 TAC §228.35(e)(8)(D) states "A practicum is successful when the field supervisor and the site supervisor recommend to the EPP that the candidate should be recommended for a standard certificate. If either the field supervisor or site supervisor does not recommend that the candidate should be recommended for a standard certificate, the person who does not recommend the candidate must provide documentation supporting the lack of recommendation to the candidate and either the field supervisor or site supervisor."

If an internship cert is given before 9/1/19, will it become invalid on 9/1/19, or will it continue through the 12 months?

Response: An intern or probationary certificate is valid for 12 months. If the certificate was issued on 8/3/2019, it will be valid through 8/30/2020. Likewise, a certificate issued on 9/1/2019 will be valid through 9/1/2020.

When you are referring to a "finisher" are you meaning a candidate who completed a teacher certification program with us and then comes back to do the non-teacher certification?

Response: [19 TAC §229.2\(10\)](#) defines a finisher as a completer: (10) Completer--A person who has met all the requirements of an approved educator preparation program. In applying this definition, the fact that a person has or has not been recommended for a standard certificate or

passed a certification examination shall not be used as criteria for determining who is a completer; also referred to as finisher. A candidate who was a finisher in a teacher program could later be a finisher in a non-teacher program.

If a student passed the 968 Pilot Instructional Leader and will complete in May of 2019, should they be recommended as Standard Principal? (I thought I heard we cannot recommend for Instructional Leader until 9/1/19.)

Response: Yes, they can if they have met all other requirements.

If a finisher never took 068, is the EPP required to give them test approval for 268?

Response: Yes. If a candidate was an 068 finisher, the only option an EPP has is to give test approval. Because the candidate was listed as a finisher, the EPP may offer 268 test preparation but the candidate does not have to accept it. Reference [19 TAC §230.21\(b\)](#) A candidate seeking a standard certificate as an educator based on completion of an approved EPP may take the appropriate certification examination(s) required only at such time as the EPP determines the candidate's readiness to take the examinations, or upon successful completion of the EPP, whichever comes first.

For a principal program, until Sept. 2019, we can provide a probationary certificate for candidates in our program who haven't passed 268 yet, correct?

Response: Correct, an intern or probationary certificate may be issued without a passed 268 exam. Effective September 1, 2019, the SBEC may issue an intern certificate to a candidate who has passed the Principal as Instructional Leader (PIL) examination. Reference [19 TAC §230.36\(e\)\(4\)\(A\)-\(B\)](#).

Please provide clarification about the requirements for the Master Reading Teacher standard certification.

Response: There are 2 scenarios:

1. If the Master Reading Teacher candidate holds the Reading Specialist certificate, they will already have a master's degree.
2. If they are just seeking the Master Reading Teacher certificate, the candidate must have a valid teacher cert. and 3 creditable years of teaching experience.

Both scenarios must meet [19 TAC §239.101\(2\)\(B\)](#) requirements of satisfactorily completing a knowledge-based and skills-based course of instruction through an approved EPP on the science of teaching children to read that includes training in:

- (i) effective reading instruction techniques, including effective techniques for students whose primary language is a language other than English;
- (ii) identification of dyslexia and related reading disorders and effective reading instruction techniques for students with those disorders; and
- (iii) effective professional peer mentoring techniques.

Please provide clarification about the requirements for the Master Technology Teacher standard certification.

Response: [19 TAC §239.103](#) states that the candidate must:

- (c)(1) Hold the Technology Applications or Technology Education certificate; or
- (c)(2)(A) Hold a valid teaching certificate and have 3 creditable years of experience.

Both candidates would need to complete the coursework and take the required exam.

Fingerprinting and Criminal History Reviews:

Fingerprinting & Background Check-Are these required for internships (principal, school counselor) if the candidate is not already a certified teacher?

Response: Fingerprinting is required for all *initial* applicants for an educator certification in Texas. The fingerprinting process is initiated once an applicant applies and makes payment for certification through the Educator Certification Online System (ECOS). If an applicant for certification has previously been fingerprinted based on prior employment with a school district or charter school, or as a substitute teacher in Texas, prior fingerprinting results may be on file with TEA, and may apply toward a current application submission. Reference [19 TAC §230.11](#). Also visit [Fingerprinting](#) on the TEA website for more information.