



## Application to M.Ed. in Educational Administration with Principal Certification Program Tarleton State University

All students that desire admission to the M.Ed./Principal Certification Program must apply *and* be admitted to the program **prior to** enrolling in any course. Required documentation must be received by the printed due dates below for consideration of admission for the identified semesters. Please complete and mail to:

**Tarleton State University - Department of Educational Leadership & Technology**  
**Attn: Education Administration M.Ed. Program Applications**  
**Box T-0815**  
**Stephenville, TX 76402**

### Application Deadlines

Semester	Application Windows
Spring	August 2nd - December 1st
Summer	December 2nd - May 1st
Fall	May 2nd - August 1st

### Program Options

Please identify to which program you are applying.

- Master of Education in Educational Administration with Principal Certification (33 Credit Hours)  
 Post-Master's Principal Certification Only (Master's Degree already obtained; 24 Credit Hours)

### Applicant Information

Please provide the following personal information.

Legal Name \_\_\_\_\_  
Last First Middle Initial Maiden

Address \_\_\_\_\_  
(City, State, Zip)

Primary Phone Number \_\_\_\_\_ Secondary Phone Number \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Gender Female  , Male

Email Address \_\_\_\_\_ Alternate Email Address \_\_\_\_\_

TEA ID \_\_\_\_\_ Tarleton UID \_\_\_\_\_

*Tarleton UID can be found on the College of Graduate Studies acceptance email.*

**Race**

- American Indian/Alaskan Native
- Asian
- Black or African American
- Native Hawaiian/Pacific Islander
- White
- Other \_\_\_\_\_

**Ethnicity**

- Hispanic/Latino/Chicano
- Not Hispanic/Latino/Chicano

**Military Service**      Yes  
    No

**Education and Professional Experience**

*Please provide the following information about your education and professional experience. Copies of teacher certifications, service records (with district authorized signature), and a reference letter from your current supervisor (e.g., principal) must be included with this completed application.*

**Highest Degree at Date of Application**

- Bachelor of Arts (BA)
- Bachelor of Science (BS)
- Master of Arts (MA)
- Master of Education (MEd)
- Master of Science (MS)
- Other \_\_\_\_\_

**University attended:**

\_\_\_\_\_

**Do you currently hold a valid teaching certificate?**

*All applicants are required to hold a valid teaching certificate.*

- Yes
- No

**Issuing State** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_

**Years of Classroom Teaching Experience completed** (increments of 0.5) \_\_\_\_\_

**Signature**

By signing below, you certify that all information provided is accurate and true.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Original signature is required.** Do NOT fax or e-mail this application.

I \_\_\_\_\_ am a candidate for Principal Certification and hereby  
Name

acknowledge that I have read the Texas HB 1508 text below.

Tarleton State University expressly discloses the following:

1. Texas State House Bill 1508, effective September 1, 2017, requires notice regarding the consequences of a criminal conviction on eligibility for an occupational license:
  - a. The potential ineligibility of an individual who has been convicted of an offense for issuance of an occupational license on completion of the educational program;
  - b. The current guidelines issued by the applicable licensing authority (See, Texas Occupations Code, Sec. 53.025). In particular, the licensing authority's guidelines must state the reasons a particular crime is considered to relate to a particular license and any other criterion that affects the decisions of the licensing authority. A "licensing authority" is a state agency or political subdivision that issues an occupational license;
  - c. Any other state or local restriction or guideline used by the licensing authority to determine the eligibility of an individual who has been convicted of an offense for an occupational license issued by the licensing authority; and
  - d. The right of an individual to request a criminal history evaluation letter (See, Texas Occupations Code, Sec. 53.102).
2. As a provider of principal and superintendent certification programs, Tarleton State University must ensure its programs and students demonstrate adherence to standards set forth by the State Board for Educator Certification Rules. An arrest, indictment, conviction, and/or deferred adjudication may result in a student being dismissed from the program.
3. While Tarleton State University does not perform criminal history background checks, Texas public schools are permitted by state law to conduct criminal background checks on a person intended for hire or a person who has requested a volunteer position. As a participant in external requirements, such as internships, practicums, field experiences, or other educational activities required of a program in a Texas public school, students may be subject to a criminal history background check.
4. Admission into the Tarleton State University principal or superintendent certification programs and participation in the programs does not constitute any guarantee that students will be accepted into external requirements, such as internships, practicums, field experiences, or other educational activities or placements in a Texas public school. If there are a lack of opportunities in a district, a representative(s) from Tarleton State University may seek additional assistance for placement. Failure to participate external requirements may prevent a student from completing the certification program and restrict a student from participating in certification exams required by the State of Texas.
5. While Tarleton State University does not perform criminal history background checks, the Texas State Board for Educator Certification requests information regarding any previous arrest, indictment, conviction, and/or deferred adjudication. When applying for state certification, a student will be subjected to a criminal history background check by the State Board for Educator Certification. An applicant with a criminal history may be denied certification.

**FERPA Consent to Release Educational Records and Information**  
**M.Ed. in Educational Administration/Principal Certification Program**  
**Tarleton State University**

This release represents your written consent to permit Tarleton State University to disclose educational records and any information contained therein to the specific individual(s) identified below. Please read this document carefully and complete all of the blanks.

I \_\_\_\_\_ am a candidate for Principal Certification and hereby give my voluntary  
Name

consent to officials:

A. To disclose the following records:

- Records relating to any of my field-based experiences
- Records relating to my performance in the field (e.g., TExES test score results)

B. To the following person(s):

- School districts or other agencies associated with field-based experiences
- School-based/Agency-based administrators
- School-based/Agency-based supervisors/mentors
- Program faculty

C. These records will be released for the purpose of:

- Conversing and reviewing performance
- Acquiring feedback
- Procuring required signatures

I understand that under the Family Educational Rights and Privacy Act of 1974 ("FERPA 20 USC 123g;34 CFR §99; commonly known as Buckley Amendment") no disclosure of my records can be made without my written consent unless otherwise provided for in legal statutes and judicial decisions. I also understand that I may revoke this consent at any time (via written request to Educator Preparation Services) except to the extent that action has already been taken upon this release. Further, without such a release, I am unable to participate in any field-based experiences.

_____ Signature of Candidate	_____ Date
Candidate UID _____	Candidate TEA ID _____
Phone number _____	Email address _____

**Code of Ethics**  
**M.Ed. in Educational Administration/Principal Certification Program**  
**Tarleton State University**

I hereby affirm I have read and thoroughly understand the Texas Educators' Code of Ethics, TAC RULE §247.2 ([http://bit.ly/tx\\_ed\\_code\\_ethics](http://bit.ly/tx_ed_code_ethics)) and will abide by all enforceable standards therein.

I understand that as a student of the Tarleton State University Principal Certification Program that I am expected to abide by the Texas Educators' Code of Ethics standards in the public schools and in program college classrooms.

I further understand that if I am found in violation of any of the standards that I will be removed from the TSU Principal Certification Program.

\_\_\_\_\_  
Candidate's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate's Signature

## **Written Interview**

M.Ed. in Educational Administration/Principal Certification Program Application  
Tarleton State University

Please respond to each item in 250 words or less. If using additional paper, please include your Name and UID.

### **Interest**

1. What event and/or person has caused you to consider moving to administration?

### **Communication**

2. If withholding information would protect or enhance your position, how would you react?

### **Leadership**

3. What leadership opportunities have you had personally or professionally?

### **Principal**

4. If hired as a new principal, what would be your first act to establish yourself as the educational leader?

### **Academics**

5. How important are deadlines in an academic environment?

### **Educating Diverse Populations**

6. Describe 1-2 key learning environment changes that could be incorporated at the campus level to ensure the achievement of culturally and linguistically diverse students.



## Checklist of Required Items M.Ed. in Educational Administration with Principal Certification Program

Name \_\_\_\_\_ UID \_\_\_\_\_

TEA ID \_\_\_\_\_

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**Stephenville, TX 76402**

- Application for M.Ed. in Ed Admin/Principal Certification Program
  - Completed Checklist
  - Signed Texas HB 1508
  - Signed FERPA Statement
  - Signed Code of Ethics
  - Response to Written Interview (250 words max for each item response)
  
- Teacher Certificate (copy)

Service Records (with district authorized signatures)

Letter of recommendation for participation in a principal certification program from current supervisor (e.g., principal)

*Please make sure to include all items. Incomplete applications will not be considered.*