



Superintendent Certification Program Application

Students preparing for certification as a Superintendent must make application *and submit the application addendum materials* to be formally admitted to the program per state law. This occurs prior to beginning coursework and practicum hours that apply to and are required for certification recommendation. Please provide ***all*** requested information, which is required for mandatory state reporting purposes.

After completing this form, please print, sign and send by mail to:

Tarleton State University

Attn: Superintendent Certification Program Applications

Box T-0815

Stephenville, TX 76402

Phone (254)968-1947

Fax (254) 968 – 9979

Legal Name:				
Tarleton UIN:				
Date of Birth:				
Address:				
City:		State:		Zip:
Phone:			Alternate Phone:	
Email:				
Alternate Email:				
Campus (select one)	Stephenville	Fort Worth	Waco	Midlothian
Race:	American Indian/Alaskan Native	Asian	Black or African American	
	Native Hawaiian/Pacific Islander	White	Other: _____	

Ethnicity: Hispanic/Latino	Yes	No
Gender:	Male	Female
TEA ID #:		
<small>(if you do not know your #, you can retrieve it from the TEA website by logging in at https://tealprod.tea.state.tx.us/)</small>		
Do you currently possess a valid Teaching Certificate:	Yes	No
If yes, issuing state:	Certificate expiration date:	
Years teaching in classroom at time of application <small>(increments of 0.5):</small>		
Highest degree held at date of application:		
BS	BA	MS MA MEd Other <small>(provide):</small> _____
Seeking:	Degree with Certification	Certification Only
Do you have military experience?	Yes	No

By signing below, I, _____ verify that all information provided is accurate and true. (Printed Name)

Original Signature of Applicant

Date

(Continue to page 3)

Submit completed application to the program director for your certification area along with:

1. **Copy of state teacher certifications**
2. **Current signed copies of teacher service records**
3. **Copies of transcripts for college level coursework completed from all schools**

Please do not submit applications with missing elements or without above listed documents.

*Beginning July 1, 2017, upon submission and acceptance, a one-time program fee of \$1000 will be assessed along with a \$35.00 application fee billed to your Tarleton account, and upon formal acceptance of admission to the program, a \$55.00 ASEP Technology Fee assessed by the Texas Education Agency will also be billed to your account. You will be able to pay these fees using a credit or debit card or electronic check by logging into **myGateway**, then navigating to **Texan Bill Pay**. Payment may also be made in person at the Cashier's Office.*

Applicant, please continue to subsequent pages to complete additional forms.

The shaded section below is for Departmental use only.

The above named candidate is being recommended to the Superintendent Certification Program at Tarleton State University by having met the following admission criteria:

- _____ 1. Holds a master's degree from an accredited institution of higher learning.
- _____ 2. Passed program interview and screening activities (copies attached).
- _____ 3. Met the program's minimum admission GPA requirement of 3.0 .
- _____ 4. Provided a copy of state teacher certifications.
- _____ 5. Provided a current signed copy of teacher service record.
- _____ 6. Provided copies of all college level coursework.
- _____ 7. Candidate holds a principal certificate.

Candidate's overall GPA of all college level coursework:

Candidate's GPA of last 60 hours of coursework:

GPA being used for candidate's admission to the program:

By signing below, I verify as an authorized representative of the Superintendent Program, that I have checked all of the applicant's required supplied information and find it to be accurate and true. I also confirm that the applicant meets all program and state admission requirements, and is eligible for full admission to Tarleton State University's Superintendent Certification Program.

Signature of Authorized Representative

Date: _____



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FERPA Consent to Release Educational Records and Information 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 fill in all blanks.

I, _____ am a candidate for a Tarleton State University

Printed Legal Name

professional level certification program, and hereby give my voluntary 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
- TExES test score results
- School districts or other agencies associated with field-based experiences

experiences

- School-based/Agency-based administrators
- School-based/Agency-based cooperating teachers/mentors
- Program faculty

C. These records are being released for the purpose of:

- Conversing and reviewing performance
- Acquiring feedback
- Procuring required signatures
- Required state and federal reporting

I understand that under the Family Educational Rights and Privacy Act of 1974 ("FERPA" 20 USC 123g; 34 CFR §99; commonly known as the "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 the educator preparation program) 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 including 160 clock hours of observation, clinical teaching, practicum or internship.

Signature of Candidate

Date

Candidate TEA ID#: _____

Date of Birth: _____

Phone #: _____

Email: _____



**TARLETON
STATE UNIVERSITY**
Member of The Texas A&M University System

Code of Ethics

Professional Educator 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) and will abide by all enforceable standards therein.

I understand that as a candidate of a Professional Educator Certification Program at Tarleton State University, I am expected to abide by the Texas Educators' Code of Ethics standards in the public schools and in program college classrooms. I also understand that I am expected to abide by any additional standards and policies as set forth by the individual Professional Certification Program to which I am seeking admission.

I further understand that if I am found in violation of any of the standards, I will be removed from the Tarleton Professional Educator Certification Program and will become ineligible to be recommended for the certification.

Candidate's Printed Name

Date

Candidate's Signature