

## Principal Certification Program

PRIOR TO Admission to Principal Certification Program (PCP)			
#	Item	Requirements	Completed
1	PCP Application Form	Apply for certification before or during <b>FIRST</b> week of courses	
2.a	Official Transcript for bachelor's degree	Submit official transcripts	
2.b	Official Transcript for master's degree	Submit official transcripts (if applicable)	
3	Principal Candidate Interview	Complete interview	
4	Principal Candidate Essay	Submit completed essay	
5	Texas Standard Teaching Certificate	Submit official copy	
6	Teacher Service record (2 years min)	Submit official copy	
7	Application Fee	Proof of payment	
8	Cumulative GPA	3.0 minimum	
9	Acceptance Letter	Sign and date	
10	Criminal History & Background Check	Sign and date	
DURING Practicum courses			
#	Item	Requirements	Completed
1	Application Form (Appendix A)	Submit each semester	
2	Site Supervisor – Texas certified principal (Appendix B)	Submit each semester	
3	Code of Ethics Agreement (Appendix C)	Submit each semester	
3	135 Minutes of observation videos	Upload 3 videos to NAU-EDLE One Drivefolder	
4	3 online conferences with Field Supervisor	Upload Appendix F forms to NAU-EDLE OneDrive folder	
5	180 Hours of leadership activities over a period of 24 weeks	Upload all Appendix E forms to NAU-EDLEOne Drive folder	
6	Field Experiences (12)	Submit field experiences documentation toNAU-EDLE One Drive folder	
7	Electronic Portfolios	Upload portfolios from fall, spring, and summerterms to NAU-EDLE One Drive folder	
NAU Pre-Certification Requirements			
#	Item	Requirements	Completed
1	PCP 0001 course at NAU during last semester or following graduation	Complete all course requirements	
2	PASL Tasks	Prepare materials for tasks	
3	Pearson 268 Interactive Practice Exam	Score 80% on all competencies	
4	Principal as Instructional Leader 268 practice exam (NAU)	Make 85% overall score	

TRAINING Required by TEA			
#	Item	Requirements	Completed
1	Mental Health Training	TEA approved (5 hours)	
2	Dyslexia Training	TEA approved (5 hours)	
AFTER Graduation and Completion of All Previous Requirements			
#	Item	Requirements	Completed
1	Register to submit PASL tasks during or after final semester	Passing score on all 3 tasks	
2	Take TExES 268 exam after graduation	Passing score	
3	Apply for principal certification and pay certification fee	TEAL account	