



# A Certification and Preparation Program for Principals

*Non Degree-Seeker  
Program Track*

*As of April, 2010*

# Program Purposes And Features

- Designed for individuals currently holding an advanced degree.
- Provides compact, yet comprehensive, training to meet the needs of future administrators.
- Prepares educational leaders through a collaborative program involving school districts, the University of St. Thomas (UST), and Region 4 Education Service Center (Region 4).
- Eligible for Probationary Principal Certificate during field-based internship.
- Flexible training to meet needs of candidates.
- Offers complete online program(Blackboard™).
- Standard Principal Certificate upon successful completion of all program requirements, including payment of all fees.

# Entry Requirements

- Currently hold a master's or other advanced degree from a regionally-accredited institution of higher education or an institution acceptable in the standards set for foreign universities with a minimum 3.0 GPA.
- Be a certified teacher and have a minimum of two years of successful teaching experience.
- Demonstrate leadership skills in professional and community activities.
- Provide a letter of reference and agreement to serve as your mentor from your current principal or supervisor.

# Application Process

- Submit a **completed** application online, along with the \$50 application fee
- Mail or bring the following items to Region 4 (no partial packets accepted):
  - Official transcripts indicating your bachelor's and master's degrees.
  - For candidates with degrees from outside the U.S., a transcript evaluation from a recognized transcript evaluation company must accompany the application.

# Application Process (con't.)

- Copy of teacher certification (additional criteria may apply if you do not have an initial teaching certificate).
- Service record demonstrating a minimum of two years of “credible” teaching experience (certified or notarized copy).
- A letter of support from your current principal or supervisor on school or school district letterhead.
- Applications must be submitted online and all materials received at Region 4 by 4pm on **the day of the deadline for the cycle in which you are applying.**
- Cycles begin in January, April, July and October of each year.

# Admission Process

## Two-Phase Screening

- Phase one includes review of transcripts, completed application, submitted essay and reference letter. If standards are not met in this phase of the screening, the applicant may be invited to the phase two portion of the screening.
- Phase two requires satisfactory performance on a Region 4 designed interview.

# Final Selection

- Final selection is made with input from the Region 4 program coordinators and principal or supervisor reference.

# Internship

**Candidates must demonstrate effective behaviors in a school setting during a 14 month supervised internship. Training includes:**

- Field experience
- Integration of theory and practice
- Simulations
- Case studies
- Reflective seminars
- Guided practice exercises
- Emphasis on critical thinking and problem solving
- Preparation for the Principal TExES

# Training Focus

Training before and during the internship includes, but is not limited to:

- Effective schools
- On-line format for some course modules (Blackboard™)
- Instructional supervision
- Critical thinking and problem solving
- Special programs
- Current issues and research in education
- Strategic planning
- Curriculum planning and development
- Financial management and budget processes

# Support During the Internship Years

## Your Support Team:

- School district mentor
- Region 4 program field supervisor
- On-line course instructors
- ACP staff

Support Team will make periodic visits and be available to provide feedback, guidance and assistance.

# Certification

To be recommended for standard certification:

- Candidate must have had a successful internship and have met all Region 4 program requirements.
- Candidate must have passed the required state examination (TExES).
- Candidate must have a minimum of two years of “credible” teaching experience.
- Candidate must have paid all fees.

# Program Costs

- **\$4,900 Program Fee:**
  - **\$4,900** paid in 14 monthly installments of **\$350.00** during the course of the program.
    - These fees may be paid through automatic draft, or in prescribed advance payments to Region 4.

***Fees are subject to change without notice.***

# Program Costs (con't.)

## Other Fees Associated With The Program:

- Nonrefundable Region 4 Application Fee (\$50).
- Application fee for optional probationary certificate (\$52).
- Textbook costs and fees for materials and training for coursework.
- Cost of examination for TExES (\$120).
- ILD and PDAS state certification fees.
- Application fee for standard certification (\$77).
- Fees not paid through an approved payment plan are paid at the time they are incurred.
- Fees related to the optional 6 semester hours of University of St. Thomas (UST) course credit (projected to be \$350 per course).

*Fees are subject to change without notice.*

# Why Region 4?

- Region 4 demonstrates the highest level of support for program cost.
- Our customer care is reflected in the large number of participating interns and school districts, and extended internships.
- We also provide our customers with flexible payment plans, flexible office hours, and training based on best practices.
- The result: successful program completion rates.
- All instructors have the highest academic qualifications and are trained practitioners in their fields.
- Study sessions and thorough exam preparation are major elements of the Principal Program.
- With extensive experience and success in educator preparation programs, ***The answer is 4.®***

# Contact Information:

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