

## TEExES Requirements and Procedures

### Legal Authority: [TEC §21.048](#)

Candidates are limited to five attempts to take a certification test. The five attempts include the first attempt to pass the examination and four retakes. As of September 1, 2018, all attempts of the same examination count toward the five-attempt testing limit regardless of when the exam was first attempted. If a candidate chooses to register again for the same test after completion of the fifth testing attempt, scores will not be counted towards certification and candidates will assume responsibility for test fees paid. The Texas Education Agency (TEA) implemented this change to Texas Education Code §21.048 in response to HB 2205, 84th Texas Legislature, 2015.

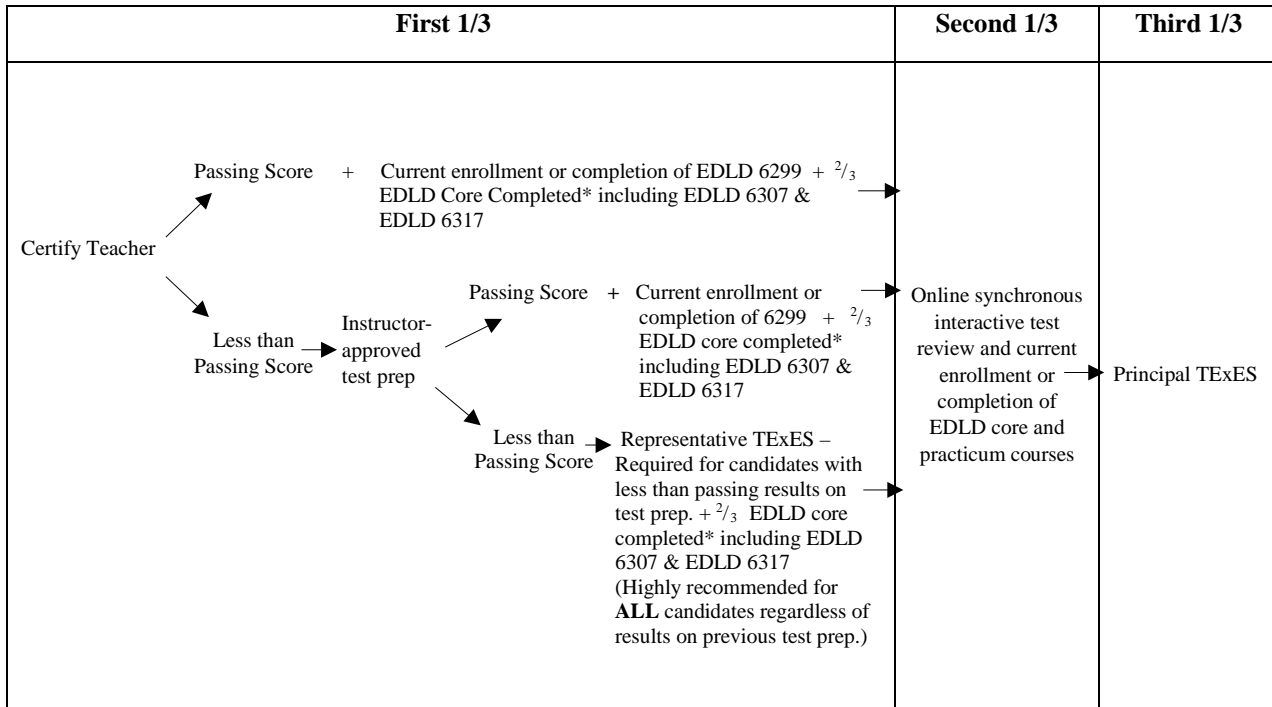
### Principal TEExES

Eligibility for recommendation from the program director to the WTAMU certification officer for the Principal TEExES (268) requires the candidate to complete the following requirements in the order presented:

1. While enrolled in the candidate's first section of EDLD 6299, subscribe to and engage in the TEExES principal preparation activities and demonstrate mastery on the [Certify Teacher](#) principal TEExES exam by obtaining a passing score on the final exam in the program. The final exam may be completed in any semester of enrollment in EDLD 6299.
2. If a passing score is not obtained on the [Certify Teacher](#) principal TEExES, during the first or second enrollment in EDLD 6299 engage in test preparation activities prescribed by the instructor / field supervisor.
3. If mastery is not documented on any test preparation activity, during the first or second enrollments in EDLD 6299, register for take the [representative \(practice\) principal TEExES](#) administered by Educational Testing Services on the WTAMU campus to demonstrate mastery on the practice exam defined as a minimum score of 80% of the questions answered correctly. **Note that although not required, the practice TEExES is HIGHLY recommended for all candidates regardless of success on Certify Teacher.**
4. During the candidate's enrollment in the second or third section of EDLD 6299, attend an [online synchronous interactive TEExES review](#).
5. Complete Part 1 of the [Request for TEExES Approval](#) form and email it to your field supervisor or program director.  
*Note: Program admission and completion dates requested may be obtained from your degree or certification plan.*
6. Upon notification of approval from the certification office, register for the [principal TEExES](#). Permission to register for the principal TEExES (268) will be extended for a maximum of three months once approval for registration has been granted by the WTAMU certification office.
7. Submit a pdf copy of your official score report to the designated assignment dropbox in your EDLD 6299 course AND email a copy to the M.Ed. / principal program director.
8. Follow instructions on the [Certification](#) page of the EDLD website to [apply for the standard certificate](#).

## Pathway to Principal TExES

The section of EDLD 6299 (1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> enrollment) defines where the candidate is in the flow chart below. All candidates must subscribe to the Certify Teacher TExES Principal test preparation package during their enrollment in the first of the three sections of EDLD 6299, complete the training, and submit exam results in in the designated assignment dropbox in WTClass. The candidate’s level of mastery and progress through the M.Ed. and/or principal certification program determines his/her ability to move from the first to the second 1/3 of the process. The second 1/3 is a required online synchronous test review and the last 1/3 is taking the actual principal TExES.



\* EDLD core = EDLD **6307**, 6309, 6311, 6313, 6315, and **6317**. EDLD 6307 and EDLD 6317 must be **completed** before permission will be granted for TExES registration.

### Superintendent TExES

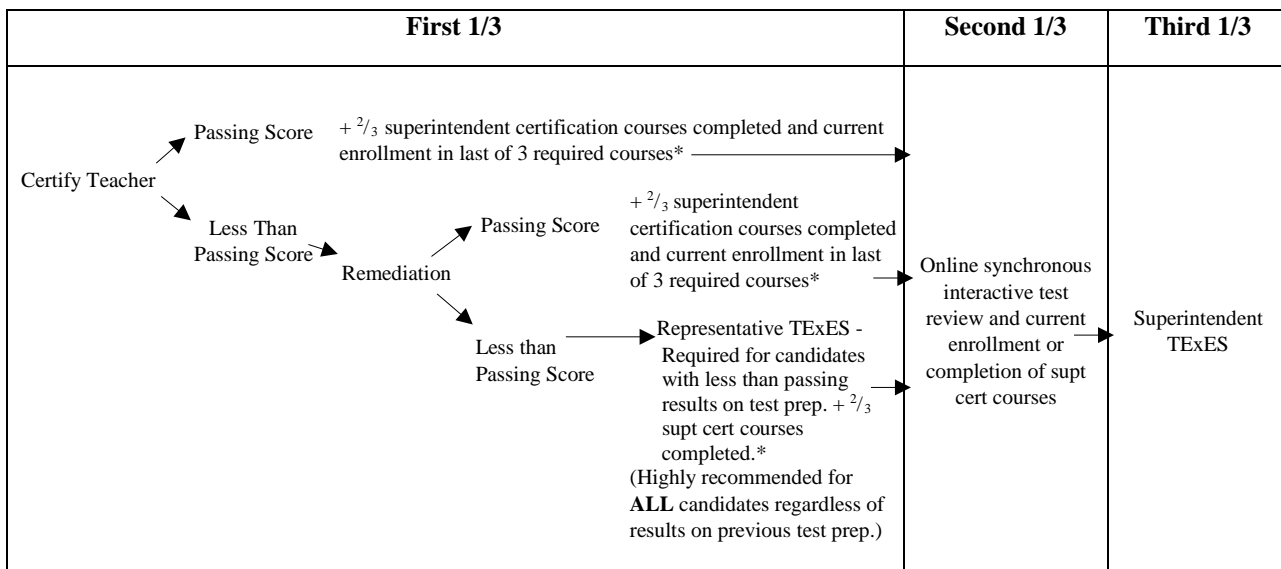
Eligibility for recommendation from the program chair to the WTAMU certification officer for the Superintendent TExES (195) requires that the candidate complete the following requirements in the order presented:

1. During enrollment in the candidate’s first of three superintendent certification courses, submit the [Certify Teacher](#) pre-test results by the end of the semester.
2. During enrollment in the second of the three superintendent certification courses, engage in the [Certify Teacher](#) test preparation activities in each competency and submit the first attempt on the final exam by the end of the semester.
3. During enrollment in the third of the three superintendent certification courses, engage in the [Certify Teacher](#) test preparation activities in each competency as needed and submit the second attempt on the final exam prior to the end of the semester.

9. If mastery is not documented on any Certify Teacher test preparation activity, register for take the [representative \(practice\) superintendent TExES](#) administered by Educational Testing Services on the WTAMU campus to demonstrate mastery on the practice exam defined as a minimum score of 80% of the questions answered correctly. **Note that although not required, the practice TExES is HIGHLY recommended for all candidates regardless of success on Certify Teacher.**
4. During the candidate’s enrollment in the third and final superintendent certification course, attend an online synchronous interactive test review.
5. Complete Part 1 of the [Request for TExES Approval](#) form and email it to your field supervisor.  
*Note: Program admission and completion dates requested may be obtained from your certification plan.*
6. Upon notification of approval from the certification office, register for the [superintendent TExES](#). Permission to register for the superintendent TExES (195) will be extended for a maximum of three months once approval for registration has been granted by the WTAMU certification office.
7. Submit a pdf copy of your official score report to the designated assignment dropbox in your online course AND email a copy to the superintendent program director.
8. Follow instructions on the [Certification](#) page of the EDLD website to [apply for the standard certificate](#).

## Pathway to Superintendent TExES

The progression of the candidate through the course work (1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> course) defines where the s/he is in the flow chart below. All candidates must subscribe to the Certify Teacher TExES Superintendent test preparation package during their enrollment in the first of the three superintendent certification courses, complete the training, and submit exam results in in the designated assignment dropbox in WTClass. The candidate’s level of mastery and progress through the superintendent certification program determines his/her ability to move from the first to the second 1/3 of the process. The second 1/3 is a required online synchronous test review and the last 1/3 is taking the actual superintendent TExES.



\* Three required courses include EDLD 6320, EDLD 6322, and EDLD 6324