

**STATE BOARD FOR EDUCATOR CERTIFICATION**  
**4616 W. Howard Lane, Suite 120**  
**Austin, Texas 78728**

**STANDARD CERTIFICATE RENEWAL**  
**AND**  
**CONTINUING PROFESSIONAL EDUCATION REQUIREMENTS**

**SUPERINTENDENT**

**INTRODUCTION**

All school superintendents should model the philosophy of life-long learning and participate in professional development activities. Activities must focus on the need of each superintendent to continually update current content, best practice, research, and technology that are relevant to the individual's role as an educator. The State Board for Educator Certification (SBEC) renewal and continuing professional education requirements are flexible enough to allow each school superintendent the opportunity to identify the activities to be completed to satisfy the Board's requirements as well as those activities that fulfill specific professional interests of the superintendent. Each individual who holds a Standard Certificate is responsible for renewing the certificate and paying the applicable fees.

**GENERAL PROVISIONS FOR CERTIFICATE RENEWAL**

To be eligible for renewal, the school superintendent must satisfy Continuing Professional Education (CPE) requirements. The renewal date of a Standard Certificate will be five years after the last day of the certificate holder's birth month. If a school superintendent holds multiple certificates, all can be renewed concurrently and all are subject to renewal during the certificate holder's birth month five years after the earliest certificate was issued. Superintendents who fail to satisfy each of the requirements to renew their Standard Certificate(s) by the renewal date move to inactive status and are ineligible for employment in a Texas public school district in a position for which that certificate is required until all appropriate requirements are satisfied.

**CERTIFICATE RENEWAL REQUIREMENTS**

All school superintendents are required to complete at least 200 clock hours of Continuing Professional Education (CPE) during each five-year renewal period. School superintendents are encouraged to complete a minimum of 40 clock hours of CPE each year of the renewal period. One semester hour of credit earned at an accredited institution of higher education is equivalent to 15 CPE clock hours. **NOTE: Only those professional education activities from approved registered providers will be accepted for renewal purposes.**

**ACCEPTABLE CONTINUING PROFESSIONAL EDUCATION ACTIVITIES**

Types of acceptable Continuing Professional Education (CPE) activities include:

- participation in institutes, workshops, seminars, conferences, in-service or staff development which are related to or enhance the professional knowledge and skills of the educator;
- completion of undergraduate courses in the content area knowledge and skills related to the certificate being renewed, graduate courses, or training programs which are taken through an accredited institution of higher education;
- participation in interactive distance learning, video conferencing, or on-line activities or conferences;
- independent study, not to exceed 20% of the required clock hours, which may include self-study of relevant professional materials (books, journals, periodicals, video/audio tapes, computer software, and on-line information) or authoring a published work;
- development of curriculum or CPE training materials;
- serving as an assessor for the principal assessment process [TAC §241.35], not to exceed 10% of the required clock hours;
- teaching or presenting a CPE activity, not to exceed 10% of the required clock hours; and/or



<b>Area 4: Mentor Educator</b>					
<b>Area 5: Serving As An Assessor</b>					