

Certificate Renewal and Continuing Professional Education (CPE) Requirements

Principal and Principal as Instructional Leader: 200 CPE hours required

An educator holding multiple classes of certificates shall complete the higher number of required CPE hours in the classes held during each five-year renewal period unless otherwise specified in applicable State Board for Educator Certification rules.

CPE requirements for a principal and principal as an instructional leader shall be related to the certificate(s) being renewed and focus on the standards required for issuance of the certificate(s), including:

- content area knowledge and skills; and
- professional ethics and standards of conduct

All educators must receive CPE training regarding educating students with disabilities. This training must include information particular to educating students with dyslexia.

Completion of each CPE activity shall be maintained by each educator and should be evidenced by documentation (e.g., transcripts, certificates of completion, attendance logs)

A principal and principal as instructional leader who renews a certificate PRIOR to September 1, 2023, must attain some hours of CPE that includes training directly related to each of the following topics and may include two or more listed topics combined:

- effective and efficient management, including:
 - collecting and analyzing information;
 - making decisions and managing time; and
 - supervising student discipline and managing behavior;
- recognizing early warning indicators that a student may be at risk of dropping out of school;
- digital learning, digital teaching, and integrating technology into campus curriculum and instruction;
- effective implementation of the Texas Model for Comprehensive School Counseling Programs under TEC, §33.005;
- mental health programs addressing a mental health condition;
- educating diverse student populations, including:
 - students who are educationally disadvantaged;
 - emergent bilingual students; and
 - students at risk of dropping out of school; and
- preventing, recognizing, and reporting any sexual conduct between an educator and student that is prohibited under Texas Penal Code, §21.12, or for which reporting is required under TEC, §21.006.

A principal and principal as instructional leader who renews a certificate ON OR AFTER September 1, 2023, not more than 50 hours of CPE training shall include instruction in, and must be directly related to, each of the following topics and may include two or more listed topics combined:

- effective and efficient management, including:
 - collecting and analyzing information;
 - making decisions and managing time; and
 - supervising student discipline and managing behavior;
- recognizing early warning indicators that a student may be at risk of dropping out of school;
- digital learning, digital teaching, and integrating technology into campus curriculum and instruction;
- effective implementation of the Texas Model for Comprehensive School Counseling Programs under TEC, §33.005;
- mental health programs addressing a mental health condition;
- educating diverse student populations, including:
 - students who are educationally disadvantaged;
 - emergent bilingual students; and
 - students at risk of dropping out of school; and
- preventing, recognizing, and reporting any sexual conduct between an educator and student that is prohibited under Texas Penal Code, §21.12, or for which reporting is required under TEC, §21.006.

Professional development activities may include:

- an evidence-based mental health first aid training program or an evidence-based grief-informed and trauma-informed care program that is offered through a classroom instruction format that requires in person attendance. A person receiving this training will receive twice the number of hours of instruction provided under that program, not to exceed 16 hours;
- suicide prevention training;
- an instructional course on the use of an automated external defibrillator (AED) that meets guidelines for AED training approved under Texas Health and Safety Code; and
- education courses that:
 - use technology to increase the educator’s digital literacy; and
 - assist the educator in the use of digital technology in learning activities that improve teaching, assessment, and instructional practices.

Types of Acceptable CPE Activities

- Participating in institutes, workshops, seminars, conferences, interactive distance learning, video conferencing, online activities, and in-service or staff development activities given by an approved provider or sponsor. Staff development activities completed through accredited public and private schools in other states, United States territories, and countries other than the United States may be accepted;
- Completing undergraduate courses, graduate courses, or training programs that are taken through an accredited institution of higher education that at the time was accredited or otherwise approved by an accrediting organization recognized by the Texas Higher Education Coordinating Board. One semester credit hour equals 15 CPE hours.
- Participating in an independent study in content area knowledge and skills related to the certificate(s) being renewed, not to exceed 20% of the required CPE hours, which may include

- self-study of relevant professional materials (e.g., books, journals, periodicals, video and audio tapes, computer software, interactive distance learning, video conferencing, or online activities);
 - developing curriculum; or
 - authoring a published work;
- Developing, teaching, or presenting a CPE activity to other educators, not to exceed 10% of the required CPE hours.
- Providing professional guidance as a mentor to another educator, not to exceed 30% of the required CPE hours.