



OFFICE USE ONLY
APP. FEE: _____
CHECK NO: _____
DATE: _____

PRINCIPAL PREPARATION AND CERTIFICATION PROGRAM

www.esc12.net

ESC Region 12
 P.O. Box 23409
 Waco, TX 76702
 254-297-1212
 254-666-0823 (FAX)

A \$50.00 non-refundable application fee must accompany this application. It will not be processed without this fee. Please make check or money order payable to ESC Region 12, PPCP.

Name _____ S.S.# _____
Last First (Maiden)

Address _____ City _____ State/Zip _____

Home Phone _____ Daytime Phone _____

E-mail address _____ Fax _____

I am enrolling for the semester starting _____ Month _____ Year _____

COLLEGES/UNIVERSITIES

List below ALL institutions of higher education you have attended. Begin with the most recent and list in order of attendance. Attach an OFFICIAL transcript from EACH college or university attended.

Institution	Dates Attended	Degree	Major/Minor

1. Are you a citizen of the USA? ___No___ ___Yes___
2. Have you ever been convicted of a felony? ___No___ ___Yes___ *(All applicants are subject to a criminal history check.)*
3. Have you ever taught in a Texas Public School? ___No___ ___Yes___, where/when? _____
4. Are you fluent in a language other than English? ___No___ ___Yes___
 If yes, provide language _____ Speak ___ Write ___
5. Are you presently active duty military, or have you ever been active duty military? ___No___ ___Yes___
 If yes, provide branch of service _____ rank _____ Are you eligible for VA benefits? ___No___ ___Yes___
6. Have you ever applied to this program before? ___No___ ___Yes___ If yes, date of application _____
7. Have you ever applied to any other principal preparation program? ___No___ ___Yes___
 If yes, please explain. _____

EMPLOYMENT

List your work experience. Begin with your most recent experience.

Employer: _____ Address and Phone: _____
Dates of Employment: _____ Supervisor: _____
Responsibilities: _____

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Dates of Employment: _____ Supervisor: _____
Responsibilities: _____

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Submit complete application packet to:

ESC Region 12
Attn: PPCP/Betty Murphy
P.O. Box 23409
Waco, TX 76702

Complete Application Includes:

- ❖ Application
- ❖ Application fee – \$50.00
- ❖ Official Master's Transcripts sent directly from institution to ESC Region 12
- ❖ Service Record of 2 years creditable teaching experience

Equal Opportunity Policy

Education Service Center Region 12 does not discriminate because of race, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Decisions will be made on the basis of each applicant's qualifications.

I have read and understand that submission of application does not guarantee acceptance into the Region 12 Principal Preparation and Certification Program or employment with a school district. Applicants must meet all criteria set by the State Board for Educator Certification and Region 12 Education Service Center.

Applications are kept active for one calendar year from the date of signature.

Signature

Date



Principal Preparation and Certification Program Reference Form

_____ has applied as a prospective candidate for the ESC Region 12 Principal Preparation and Certification Program. We ask that you carefully evaluate in terms of your professional contact with the applicant. Your assistance in completing the reference form is appreciated.

District/Campus that you worked with the applicant: _____

Your title at the time you worked with the applicant: _____

In what capacity did the applicant work with you? _____

Have you observed this applicant in the performance of his/her assigned duties?

Yes _____ How frequently? _____ No _____

Note: Please rate this applicant in each of the following categories.

0-No basis for judgment 1-Below average 2-Average 3-Above average 4-Superior

1. <u>Leadership (Management) Skills</u> Organization of ideas, time, and materials. Participates in campus and district committees. Motivates others. Desire for producing successful results.	0	1	2	3	4
2. <u>Instructional Skills</u> Knowledgeable about curriculum and current teaching practices. Provides for a variety of instruction.	0	1	2	3	4
3. <u>Communication Skills</u> Understands, presents, and discusses concepts precisely; answers questions clearly.	0	1	2	3	4
4. <u>Interpersonal Skills</u> Cooperates well with youth and adults; ability to work with others in a team or faculty situation. Responsive to constructive comment and supervision.	0	1	2	3	4
5. <u>Discipline</u> Recognizes conditions which may lead to problems; able to establish clear parameters. Responds appropriately to situations.	0	1	2	3	4

Comments:

Name: _____ Signature: _____ Date: _____

Title: _____ School: _____

Address: _____ Phone: _____

Return form to: ESC Region 12, Attn: PPCP P.O. Box 23409, Waco, TX 76702



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Yes _____ How frequently? _____ No _____

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6. <u>Leadership (Management) Skills</u> Organization of ideas, time, and materials. Participates in campus and district committees. Motivates others. Desire for producing successful results.	0	1	2	3	4
7. <u>Instructional Skills</u> Knowledgeable about curriculum and current teaching practices. Provides for a variety of instruction.	0	1	2	3	4
8. <u>Communication Skills</u> Understands, presents, and discusses concepts precisely; answers questions clearly.	0	1	2	3	4
9. <u>Interpersonal Skills</u> Cooperates well with youth and adults; ability to work with others in a team or faculty situation. Responsive to constructive comment and supervision.	0	1	2	3	4
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11. Leadership (Management) Skills Organization of ideas, time, and materials. Participates in campus and district committees. Motivates others. Desire for producing successful results.	0	1	2	3	4
12. Instructional Skills Knowledgeable about curriculum and current teaching practices. Provides for a variety of instruction.	0	1	2	3	4
13. Communication Skills Understands, presents, and discusses concepts precisely; answers questions clearly.	0	1	2	3	4
14. Interpersonal Skills Cooperates well with youth and adults; ability to work with others in a team or faculty situation. Responsive to constructive comment and supervision.	0	1	2	3	4
15. Discipline Recognizes conditions which may lead to problems; able to establish clear parameters. Responds appropriately to situations.	0	1	2	3	4

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