

## Principal Preparation & Certification Program Application

Education Service Center Region 12  
PO Box 23409, Waco, TX 76702  
254.297.1212  
254.297.2960 (fax)

### 2022-2023 Cohort

**A \$75.00 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 \_\_\_\_\_ TEA ID# \_\_\_\_\_  
Last First (Maiden) **Social Security #** \_\_\_\_\_  
\*(for reporting purposes only)

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

#### 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. Race/Ethnicity:  Native American  Asian  African American  Hispanic  White  
 Other
- \*(This information is needed for TEA reporting purposes only and is not used or considered for program admittance.)*
3. Have you ever been convicted of a felony?  No  Yes  
  
*\*(All applicants are subject to a criminal history check.)*
  4. Have you ever taught in a Texas Public School?  No  Yes, where/when? \_\_\_\_\_
  5. Are you fluent in a language other than English?  No  Yes  
If yes, provide language: \_\_\_\_\_  
Speak  Write

6. 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

7. Have you ever applied to this program before?  No  Yes

If yes, date of application \_\_\_\_\_

8. Have you ever applied to any other principal preparation program?  No  Yes

If yes, please explain:

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## EMPLOYMENT

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

Employer: \_\_\_\_\_ Address and Phone: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_ Address and Phone: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_ Address and Phone: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

**Complete Application includes:**

**Submit Complete Application Packet to:**

- ❖ Application
- ❖ Application fee - \$75.00
- ❖ Official Master's Transcripts sent directly from institution to ESC Region 12
- ❖ Service Record of 2 years creditable teaching experience
- ❖ Copy of Valid Teaching Certificate
- ❖ Three Professional References - one must be from your current campus principal (forms attached)
- ❖ Employer Agreement Form (attached)

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

### 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  
.....

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

*(Please continue to page 2 of reference form)*

Comments:

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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



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\_\_\_\_\_

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  
.....

<b>6. Leadership (Management) Skills</b> Organization of ideas, time, and materials. Participates in campus and district committees. Motivates others. Desire for producing successful results.	0	1	2	3	4
<b>7. Instructional Skills</b> Knowledgeable about curriculum and current teaching practices. Provides for a variety of instruction.	0	1	2	3	4
<b>8. Communication Skills</b> Understands, presents, and discusses concepts precisely; answers questions clearly.	0	1	2	3	4
<b>9. Interpersonal Skills</b> 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
<b>10. Discipline</b> Recognizes conditions which may lead to problems; able to establish clear parameters. Responds appropriately to situations.	0	1	2	3	4

*(Please continue to page 2 of reference form)*

Comments:

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Return form to:  
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\_\_\_\_\_ 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  
.....

<b>11. Leadership (Management) Skills</b> Organization of ideas, time, and materials. Participates in campus and district committees. Motivates others. Desire for producing successful results.	0	1	2	3	4
<b>12. Instructional Skills</b> Knowledgeable about curriculum and current teaching practices. Provides for a variety of instruction.	0	1	2	3	4
<b>13. Communication Skills</b> Understands, presents, and discusses concepts precisely; answers questions clearly.	0	1	2	3	4
<b>14. Interpersonal Skills</b> 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
<b>15. Discipline</b> Recognizes conditions which may lead to problems; able to establish clear parameters. Responds appropriately to situations.	0	1	2	3	4

*(Please continue to page 2 of reference form)*



Comments:

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Return form to:  
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## Employer Support Form

I am aware that \_\_\_\_\_ is applying for the Principal Preparation Certification Program with ESC Region 12. Per TAC §228.35, the program must include no less than 200 hours of coursework and a 160-hour intensive leadership practicum. Classes take place on approximately two Saturdays per month and 2-3 Thursday evenings per semester. The leadership practicum must take place in an authentic school setting in a public school accredited by the Texas Education Agency (TEA) or other schools approved by the TEA for this purpose and include authentic leadership activities. I am in full support and agree to let this candidate engage in the hours needed to complete the leadership practicum.

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Name of Supervisor

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Title

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Campus and District

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Address

City

State

Zip Code

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Signature

Date

This form must be returned to the ESC Region 12 Principal Preparation Program by the person who is granting support for the candidate named above. The form may be mailed to ESC Region 12 Attn: Candace Kato, Principal Preparation, 2101 W Loop 340 Waco, TX 76712 or emailed to [ckato@esc12.net](mailto:ckato@esc12.net). If you have a question, please contact Candace Kato, Administrative Assistant for Superintendent and Campus Leadership at 254-297-1207.