

**Issuance of the Standard Certificate and Renewal Requirements,  
Including Continuing Professional Education  
(19 TAC Chapter 232, Subchapters A and B)**

***1. What is a Standard Certificate?***

The Standard Certificate issued by SBEC must be renewed every five years to remain valid. The Standard Certificate replaced the lifetime Provisional and Professional Certificates.

***2. When did SBEC begin issuing the Standard Certificate?***

September 1, 1999. Individuals who complete preparation and/or testing requirements after that date will be issued the Standard Certificate. Applications from individuals who completed these requirements prior to September 1, 1999 must have been received by SBEC no later than October 29, 1999, to be eligible for the lifetime certificate.

***3. When will an educator have to renew the Standard Certificate(s)?***

The renewal date of a standard certificate shall be five years after the last day of the certificate holder's next birth month. For example, an educator born in March who is issued a certificate in December 1999 would be subject to renewal requirements in March 2005.

***4. Do current educators have to renew their lifetime certificates?***

No. Educators holding lifetime certificates have been exempted from the renewal process. It is important to note, however, that current educators adding certificates after September 1, 1999, will be issued the Standard Certificate, which must be renewed. As a result, it is likely that many current educators will hold both lifetime and Standard Certificates.

***5. How soon may an educator begin the renewal process?***

An educator may apply for renewal as early as six months prior to the expiration date of the standard certificate.

***6. How do I apply?***

Each educator will need to logon to the SBEC website at [www.sbec.state.tx.us](http://www.sbec.state.tx.us) and click on the link 'Online Services for Educators' to apply for renewal of a standard certificate.

Educators who hold a Standard Texas Educator Certificate have the ability to apply for renewal of the standard certificate through the SBEC Online system. The educator must register and logon through the SBEC web site at [www.sbec.state.tx.us](http://www.sbec.state.tx.us) , clicking on "SBEC Online for Educators".

When an educator logs on to the SBEC Online system, he or she will need to select "Applications" from the Educator Main Menu on the left side of the screen, and then select "Renew a Standard Certificate." After this selection, the educator will be guided through a series of screens that will advise the educator of the process for requesting a renewal of the standard certificate.

The fee for certificate renewal is \$20 for most educators and \$10 for educational aides. Additional fees are assessed for late renewal and reactivation of an inactive certificate. Online payment of certification fees is available.

Educators are responsible for maintaining a record of their Continuing Professional Education (CPE) credits, and will not need to submit evidence of completion of CPE credits unless specifically requested by SBEC for audit purposes. For additional information regarding acceptable CPE credit, please see [Certificate Renewal Requirements Information](#).

Any questions about the online application or use of the online system should be directed to the SBEC at 1-888-863-5880.

***7. How will SBEC verify that an educator has satisfied renewal requirements?***

Each educator will affirm through an online affidavit submitted to SBEC that all requirements for renewal have been met. Information regarding criminal history and compliance with student loan and child support obligations will be obtained by SBEC from other state agencies. If information is presented falsely on the affidavit, the educator could be subject to criminal charges and sanctioning of his/her certificate(s).

***8. What is required for renewal every five years?***

All certified educators, including educational aides, seeking to renew a certificate(s) must:

- hold a valid Standard Certificate that has not been, nor is in the process of being, sanctioned by SBEC;
- successfully complete a criminal history review;
- not be in default on a student loan or in arrears of child support;
- complete the required number of clock hours of continuing professional education (CPE); and
  - **(Please note that educational aides are not required to complete any CPE hours for certificate renewal.)**
- pay the appropriate renewal fee.

The CPE requirements for each class of certificate are as follows:

- classroom teachers must complete 150 clock hours every five years;
- counselors must complete 200 clock hours every five years;
- learning resource specialists and school librarians must complete 200 clock hours every five years;
- reading specialists must complete 200 clock hours every five years;
- educational diagnosticians must complete 200 clock hours every five years;
- master teachers must complete 200 clock hours every five years; and
- superintendents, principals, and must complete 200 clock hours every five years.

- Candidates currently assigned as a principal or assistant principal are required by law (Texas Education Code, section 21.054) to complete an assessment process designed to assist in the development of a professional growth plan (see 19 TAC Chapter 241.30 for more information). Professional development credit earned as a part of the professional growth plan can also be used to fulfill requirements for renewal of the principal certificate.

**9. What if I am renewing multiple classes of certificates?**

An educator renewing multiple classes of certificates issued during the same five-year renewal period may satisfy the requirements specified in §232.851 of this title (relating to Number of Required Continuing Professional Education Hours by Classes of Certificates) for any class of certificate issued for less than the full five-year period by completing a minimum of one-fifth of the required CPE hours for each full calendar year that the class of certificate is valid. (Pending Board approval May 2004) For example, an educator who was issued an educational aide certificate and within the same renewal cycle adds a standard classroom teacher certificate would complete a minimum of one fifth of the required CPE hours for each full calendar year that the standard classroom teacher certificate is valid.

**10. Will educators have to take an examination to renew the Standard Certificate?**

No.

**11. Why does an educator’s status with student loan and child support payments impact the renewal decision?**

The Texas Education Code (Sec. 57.491) and the Family Code (Chapter 232) explicitly require all licensing agencies to deny renewal to any licensee – in this case, a certified educator – who is not complying with student loan and/or child support obligations.

**12. Can an educator renew his/her certificate(s) even if he/she is not employed by a school district?**

Yes. Any educator can apply to renew a valid Standard Certificate, regardless of his/her employment status.

**13. How much will it cost to renew a certificate?**

	To renew all certificates for individuals with one or more professional certificates (to include paraprofessional certificates, if any)	For individuals with only a Paraprofessional Certificate
On-time renewal of Standard certificate	\$20	\$10
Additional fee for late renewal of Standard certificate	\$10	\$5
Reactivation of inactive certificate	\$40	\$15

Reinstatement following restitution of child support or student loan repayment	\$50	\$20
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**14. What activities count toward the required CPE clock hours every five years?**

To allow maximum flexibility for educators to identify appropriate CPE activities to meet their individual needs, CPE clock hours can be accrued through the following:

- workshops, conferences, and in-service or staff development delivered by an approved registered provider;
- undergraduate and graduate coursework through an accredited institution of higher education, with one semester credit being equivalent to 15 CPE clock hours;
- interactive distance learning, video conferencing, or on-line activities;
- independent study, not to exceed 20% of the required clock hours;
- development of curriculum or CPE training materials;
- presenting CPE activities, not to exceed 10% of the required clock hours;
- serving as a mentor, not to exceed 30% of the required clock hours; and
- serving as an assessor for the principal assessment, not to exceed 10% of the required clock hours.

Only those CPE activities from SBEC-approved registered providers will be recognized for Standard Certificate renewal purposes. All CPE providers approved by SBEC are listed under the “Certificate Renewal Requirements” link on the SBEC website.

**15. Who can provide CPE hours?**

All entities or individuals wishing to provide CPE hours must apply to be approved by the SBEC executive director. If an entity or individual provides CPE activities on behalf of an approved provider, the approved provider is responsible for ensuring compliance with quality and documentation requirements.

CPE providers are listed on the SBEC website (<http://www.sbec.state.tx.us/SBECOnline/certinfo/regprov.asp>) and may include the following:

- Texas public school districts, provided that staff development activities are developed, approved, and conducted in accordance with the site-based decision-making process;
- regional education service centers;
- accredited institutions of higher education;
- education associations that have offered professional development in Texas for at least five years and have tax-exempt status under federal law or state associations that are affiliated with a national association with tax-exempt status;
- private companies that are approved by SBEC;
- private schools recognized by Texas Education Agency (TEA);
- TEA; and
- SBEC.

**It is the responsibility of the educator to verify the approval status of the CPE provider prior to completion of the CPE activities.**

***16. Are there specific requirements regarding the number of CPE hours that must be accrued each year and the content of the CPE activities?***

No. The only absolute requirement is the completion of the required number of CPE hours each five-year renewal period. Educators are encouraged to accumulate a minimum number of clock hours each year to stay current in the profession. It is suggested that at least five CPE hours each year be devoted to the content area for each certificate being renewed.

***17. What happens if an educator does not renew the Standard Certificate?***

Any Standard Certificate that is not renewed will move to inactive status. Reactivation procedures and fees will vary depending upon individual circumstances.

***18. Is there a grace period for completing renewal requirements?***

The SBEC executive director will consider hardship exemptions to the CPE requirements for documented health-related reasons and other extenuating circumstances.

***19. Will CPE providers have to maintain documentation and provide to SBEC information about educator attendance at CPE activities?***

No. Recognizing the burden such reporting requirements would place on providers, the Board has eliminated this requirement.

***20. What documentation will the educator receive to verify attendance at CPE activities?***

At the conclusion of each activity, the provider must give to each educator a written document that lists, at a minimum, the provider's name and ID number, the educator's name, the date and content of the activity, and the number of clock hours that count toward satisfying CPE requirements.

***21. How will renewal requirements address the quality of current professional development offerings?***

The Board will require all providers to affirm that their offerings are taught by appropriately knowledgeable individuals and contribute to the advancement of professional knowledge and skills. Every two years, providers must conduct a comprehensive self-study to gauge the quality of their CPE offerings, the results of which should be used to improve activities available to educators. SBEC rules also provide a mechanism for educators to register complaints with the Board, which can lead to an investigation of, and possible sanctions against, the CPE provider.