

ACROSS THE UNIVERSITY DIVIDE:

A LOOK AT THE ROLE OF THE CERTIFICATION OFFICER

BY

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ICE BREAKER ACTIVITY



WHO IS THE CERTIFICATION OFFICER

- The Certification Officer is responsible for the leadership and management of the general operations of the teacher certification office. This individual must be very organized, detail oriented, have computer and communication skills and strong interpersonal skills to interact with a variety of constituents to ensure program compliance with the Texas Administrative Code and federal mandates governing educator preparation. This person must also support initial and professional teacher candidates in obtaining teacher certification.

ROLES & RESPONSIBILITIES OF CERTIFICATION OFFICER

- The Certification Officer's specific responsibilities include the following:
- Responsible for the development, coordination, administration and management of the certification office.
- Administers and coordinates all teacher certification activities
- Recommends students for certification.
- Validates completion of certification requirements.
- Prepares various reports including the Accountability System for Educator Preparation, the Legislative Budget Board report, and the Title II reports.
- Communicates with various departments within the college concerning certification requirements, reports and testing.

DEMOGRAPHICS

TEXAS SOUTHERN UNIVERSITY

- Size
- Locale
- Carnegie Classification

DEMOGRAPHICS

UNIVERSITY OF HOUSTON-DOWNTOWN

- Size
- Locale
- Carnegie Classification

PROGRAM SIZE

TEXAS SOUTHERN UNIVERSITY

Group	Apply	Admit	Retain	Complete
All	51	41	104	40
Female	38	31	86	31
Male	13	10	18	9

UNIVERSITY OF HOUSTON DOWNTOWN

Group	Apply	Admit	Retain	Complete
All	401	360	583	207
Female	358	325	526	182
Male	43	35	57	25

TEXAS SOUTHERN UNIVERSITY

Duties and Responsibilities



TEXAS SOUTHERN UNIVERSITY

Duties

- To ensure teacher and other school professional candidates have been made eligible to take necessary certification exams and to recommend their certification in a timely manner

TEXAS SOUTHERN UNIVERSITY

Responsibilities

- Serves as certification officer and recommends graduates to the Texas Education Agency for standard teaching and other school professional certificates
- Manages electronic test approval for State certification exams for initial teaching and other school professional certifications
- Chair CAEP standard committee

TEXAS SOUTHERN UNIVERSITY

Responsibilities

- Collaborates with faculty in data management on selected CAEP standards
- Ensures accuracy in completion of all reports including Annual, ASEP, LBB, GPA and Title II
- Attends relevant conferences and participates in distribution lists and Webinars to remain current on all State requirements
- Reports to Dean of College

TEXAS SOUTHERN UNIVERSITY

Responsibilities

- Assist with the waiver process when necessary
- Maintains records for all candidates that have finished EPP
- Completes transfer requests
- Completes Letters of Intent and Completion

UNIVERSITY OF HOUSTON DOWNTOWN

Duties and Responsibilities



UNIVERSITY OF HOUSTON DOWNTOWN

Duties

- To ensure that teacher candidates have been prepared to take and pass certification exams and receive their certification in a timely manner

UNIVERSITY OF HOUSTON DOWNTOWN

Responsibilities

- Serves as certification officer and recommends graduates to the Texas Education Agency for standard teaching certificates
- Collaborates with faculty in data management on selected CAEP standards
- Collaborates on all reporting including final review of reports
- Maintains all edits to student records and maintains record keeping
- Attends relevant conferences and participates in distribution lists to remain current on all State requirements

UNIVERSITY OF HOUSTON DOWNTOWN

Responsibilities

- Harvest teacher candidacy applications
- Verify eligibility for teacher candidacy interviews
- Coordinate scheduling of all interviews
- Indicate in University database candidate has been admitted
- Create TEAL account and make newly admitted candidates eligible for certification exams

UNIVERSITY OF HOUSTON DOWNTOWN

Responsibilities

- Monitor test approval status
- Prescribe remediation if not successful after the 3rd attempt
- Monitor prescribed remediation
- Assist with the waiver process when necessary
- Recommend certification once candidate has graduated and passed all required certification exams
- Confers with faculty on CAEP standards

INFORMATIONAL SURVEY



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