

Graduate Certification Program Calendar

Masters of Education Administration

HBU Allows for Rolling Admissions.

Passport 1: EPP requirements

1. Meet the university requirements for admission
2. Overall GPA of 2.5
3. Hold a valid teaching certificate
4. 2 years completed teaching experience documented by service record.
5. EPP Interview
6. Current resume
7. 2 professional references
8. Successfully complete EPP paperwork

Passport 2: Degree Plan Delivery

1. Complete EPP acceptance process and paperwork
2. Meet with the advisor and sign the degree plan
3. Enroll in courses approved by your advisor.
4. Program delivery includes 11-3 hour courses and 3-1 hour courses of internship
5. Complete all required TAC trainings and assessments for the program.
6. Apply for graduation one year prior to its occurrence

Passport 3: Internship/Certification

1. Enroll in Internship courses (Fall start only)
2. Must have completed 18 hours of coursework for admission to Internship
3. The internship will take place on the student's current campus/assignment location with either their principal/assistant principal, or other qualified supervisor (Dean of Students, District level administrator, etc...) acting as campus mentor/supervisor
4. Students will continue to work in their current position while they intern.
5. Internship to include 160 logged hours of TEA "in the field" administrative experiences and TExES 268 & 368 certification preparation.
6. Confirm all required trainings are completed and certificates uploaded in Chalk and Wire
7. Complete all HBU requirements for graduation including a comprehensive exam.
8. Completion of program statement by supervisor turned into the EPP office