



The University of Texas at Austin  
School of Information

School of Information

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# Standard School Librarian Certificate Handbook

Preparation for the SSLC developed by the State Board  
for Educator Certification

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# Overview

The School of Information currently offers preparation for the Standard School Librarian Certificate developed by the State Board for Educator Certification (SBEC) for certification of public school librarians in Texas. This certificate prepares the holder for work at all levels of public education in Texas, from kindergarten through high school (K-12). Preparation for certification requires the completion of a minimum of 15 graduate credit hours. Students certified after September 1, 2002, receive the Standard School Librarian Certificate (SSLC).

## General Requirements:

In order to apply for SSLC certification students must meet the following SBEC requirements:

- Hold a master's degree from an accredited institution of higher education
- Successfully complete a certification program
- Successfully complete the School Librarian's TExES (Texas Examination of Educator Standards)
- Have two years of classroom teaching experience from a public or accredited private school

## iSchool Enrollment Procedures

All application credentials must be received by the deadlines specified for the iSchool Master's Program:

SEMESTER	DEADLINE
Fall	February 1 <sup>st</sup>
Spring	September 1 <sup>st</sup>

## Students NOT Holding a Master's Degree

- Follow [general procedures](#) for admissions to the [School of Information Master's Program](#) and complete all required courses for the MSIS degree.
- Successfully complete an [Endorsement of Specialization](#), which requires a minimum of fifteen (15) credit hours in iSchool courses related to school librarianship, including INF 388R Practicum in School Libraries, as determined by the student and the student's individual advisor.

## Students Holding Prior Master's Degree

- Still follow [general procedures](#) for admissions to the [School of Information Master's Program](#). Select "**Non-Degree Seeker**" in the degree status field on the GIAC application.
- Complete a Certificate of Advanced Study as preparation for the SSLC and complete a minimum of fifteen (15) graduate credit hours at the School of Information centered on school librarianship. This includes the INF 388R Practicum in School Libraries. Coursework must be completed within six (6) years of certification.
- Additional [Important Information Concerning Non-Degree Students](#)

## Coursework

To satisfy SBEC certification assessment requirements, students must meet six standards, as described in the [Texas Administrative Code](#):

1. Standard I: Learner-Centered Teaching and Learning
2. Standard II: Learner-Centered Library Program Leadership and Management
3. Standard III: Learner-Centered Technology and Information Access
4. Standard IV: Learner-Centered Library Environment
5. Standard V: Learner-Centered Connections to the Community
6. Standard VI: Learner-Centered Information Science and Librarianship.

Students taking a minimum of fifteen (15) graduate credit hours at the School of Information, including INF 388R Practicum in School Libraries, will be prepared to demonstrate competencies in these six standards.

## Required Courses for the School of Information MSIS Degree

The faculty has deemed the following courses necessary to meet the expectations for School of Information master's degree:

- INF 380C: Information in Social and Cultural Context
- INF 380E: Perspectives on Information
- INF 397C: Understanding Research
- INF 388R: Practicum in School Libraries (Note: meets iSchool MSIS degree Capstone requirement)
- INF 181E: Electronic Portfolio (to be completed concurrently with INF 388R)

## Suggested Electives for Students Seeking the SSLC:

The following courses help students develop competencies required by SBEC for the Standard School Librarian Certificate. The list is a suggested sequence for those seeking to study all possible school librarian courses, but no one program fits all needs. In concert with their individual advisors, students should plan a sequence from available courses across the curriculum that suits their educational needs.

- INF 382D: Introduction to Information Resources and Services - OR - INF 382L: Information Resources and Services in the Popular Library
- INF 382E: Materials for Children
- INF 382F: Materials for Young Adults
- INF 382G.1: Visual Resources for Youth
- INF 382S: Library Instruction and Information Literacy
- INF 384C: Organizing Information
- INF 384D: Collection Management
- INF 385H: Digital Media Design - OR - INF 382G: Electronic Resources For Youth
- INF 385M: Database Management
- INF 385T: Information Ethics
- INF 387C: Managing Information Organizations
- INF 388C: School Media Management
- INF 388D: Planning and Management of Programs for Children and Youth
- INF 385S: Digital Libraries

# TEExES Exam

Students seeking certification must pass a “TEExES” examination mandated by the Texas State Board for Educator Certification (SBEC) prior to making application for a certificate.

## Test Dates

For current test dates, visit the [Texas Education Agency \(TEA\)](#)

# SSLC Application

Students must submit the application for certification via their TEA account. Questions concerning certification may be directed to:

*Shannon Hewgley*  
*Certification Officer*  
*The University of Texas at Austin*  
*College of Education, Student Division*  
*1912 Speedway Stop D5001*  
*Sanchez Building, Room 216*  
*Austin, TX 78712*  
*512.471.1511*  
[shewgley@austin.utexas.edu](mailto:shewgley@austin.utexas.edu)

## **Student Responsibility**

Students have the responsibility to begin the application process and to ensure that all their records are complete and on file in the employing school district.

# How to Apply for a Practicum (Capstone) Placement

Prerequisites and registration information are available at:

[Capstone Option 388R: Practicum in School Libraries](#)