

## **Minimum Education Requirements for County Extension Agents in Texas**

CEAs will be required to have a Baccalaureate degree (4 year) in a related discipline to the position in which they serve. There will be an expectation that all CEAs will continue to achieve a basic level of professional development each year, as directed by the RPL and DEA.

CEAs will not advance past a Career Ladder level of II without achievement of a Master's degree. Should a CEA desire to pursue a Master's degree, they will be eligible for a salary increase of \$4,000 upon completion and receipt of official transcript showing degree conferred date, assuming the following criteria are met:

1. CEAs will request, via application form, approval to begin work toward a Master's degree from their immediate supervisor prior to enrollment.
2. The proposed University and proposed graduate program must be acceptable and beneficial to the applicant's Extension career; and must be approved before enrollment. At a minimum the University must be Regionally Accredited\* and the course of study must align with a subject matter that is relevant to the Extension mission.
3. The CEA must have received a minimum of "Effective" on their previous Performance Appraisal Score in order to begin a graduate program. Once approved, the CEA must maintain that level of performance in order for continued approval to enroll to be granted.

Additionally, CEAs may be required to achieve a subject matter certification that is directly related to the needs of the county (i.e. Row Crop, Livestock, Nutrition, Health, etc.) as they become available.

\*Regional Accreditation will be granted by one of the following:

1. Middle States Association of Colleges and Schools
2. New England Association of Schools and Colleges
3. Higher Learning Commission
4. Northwest Accreditation Commission
5. Southern Association of Colleges and Schools
6. Western Association of Schools and Colleges

Texas A&M AgriLife Extension Service  
Application for Graduate Study

Name \_\_\_\_\_ Title \_\_\_\_\_

County

E-Mail Address

What degree are you proposing to pursue?

\_\_\_\_ Master's \_\_\_\_ Doctoral \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

What University will you attend? \_\_\_\_\_

Have you applied for admission? \_\_\_\_\_ Been Admitted? \_\_\_\_\_

What will be your major area of study? \_\_\_\_\_

Do you plan to request official time to attend classes? \_\_\_\_\_

Why will this degree benefit you and make you a better Extension employee?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the anticipated time away from work that will be required to complete this degree:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Approval Recommended – DEA

\_\_\_\_\_  
Approval Recommended - RPL

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