

# CERTIFICATION ONLY, EDUCATION LEADERSHIP (131)

## Program Coordinator

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The Certification Only, Education Leadership program is specific to the concentration selected (concentration codes shown in parentheses below).

## Director of Pupil Personnel Services, Endorsement (KDP1 and KDP2)

The Director of Pupil Personnel (DPP) is one of the two legally mandated positions for a school district. The DPP usually deals with such issues as student attendance, student conduct codes, school calendars, and student services.

Completion of a planned Fifth/Sixth-Year program may not be counted by states other than Kentucky in determining pay status. The Director of Pupil Personnel Services position is unique to Kentucky, and Kentucky's manifestation is not found in other places. Other states seek a counseling or social work type background for student services, not a Director of Pupil Personnel Services with attendance duties as in Kentucky.

## School Principal, Endorsement (KP1 and KP2)

The Principal Preparation Program is a certification program involving a minimum of 30 hours of studies beyond the master's degree.

**Alternate Route to Principal Certification.** Kentucky Senate Bill #77 made it possible for higher education institutions with approved school administration certification programs to provide alternate route to certification programs upon application and approval by the Education Professional Standards Board (EPSB). Western Kentucky University (WKU) has an EPSB approved Alternate Route to Principal Certification program.

Under the provisions of Senate Bill #77 and state regulations, Western Kentucky University established procedures for the alternate route program as follows:

1. A local district superintendent must nominate a candidate for the Alternate Route to Principal Certification program at WKU. The letter of nomination must specifically state that the superintendent is recommending the candidate to the school council and will be employed for the coming academic year if selected by the school council.
2. Once the letter of nomination and a letter of application from the candidate are received, WKU will admit the candidate to the Alternate Route to Principal Certification program providing the candidate is accepted by the Graduate School.
3. WKU will provide the candidate with a letter stating that the candidate has been admitted to the Alternate Route to Principal Certification program, thus, under the provision of Senate Bill #77 and state regulations, making the candidate eligible to interview and accept a principal position. It should be noted that these candidates have the same eligibility status as any other candidate who has completed a regular certification program and already has the certification endorsement.

4. WKU will also notify the Office of Professional Educator Services that the candidate has been admitted to the Alternate Route to Principal Certification program.
5. If the candidate is offered the position, the superintendent must provide verification of employment to WKU and the candidate. WKU will assign the candidate an advisor, who will prepare the student's program. The candidate will submit the verification of employment and a TC-TP to the Office of Professional Educator Services. That office will sign and verify the enrollment of the candidate in the Alternate Route to Principal Certification program and return the TC-TP to the candidate. The candidate will then forward the TC-TP with the verification of employment as a principal (or assistant principal) and the appropriate fee payment.
6. EPSB will issue the candidate a two-year, Temporary Provisional Certificate for All Grades Principal. The candidate will have two-years to complete all requirements for the principal certification, after which the candidate receives a regular Provisional Certification.

## Superintendent, Endorsement (KST)

The professional certificate for school administration and supervision may be endorsed for the position of school superintendent when the candidate has met the following conditions:

1. Completed two years full-time experience in a school administrative position, and
2. Completed a minimum of sixty (60) semester hours of graduate credit above the bachelor's degree in (an) approved certification program(s), including EDAD 639, EDAD 649, EDAD 659, and 6 hours of EDAD 598.

**Alternate Route to Superintendent Certification Program.** The alternate route program enables the district to consider the best candidates for positions of superintendent or assistant superintendent, including candidates who have not previously completed requirements for the superintendent's certification endorsement or are otherwise not eligible for certification under traditional program guidelines. Alternate route admission requirements include:

1. A letter from the employing district signed by the superintendent and/or board chairman must be sent to WKU indicating the desire to employ the named candidate as an assistant superintendent or superintendent and requesting the named candidate to be admitted to the Alternative Route to Superintendent Certification program.
2. The candidate must submit an application for admission that includes all requested information pertaining to education and experience.
3. The department admissions committee will review the request and application and determine if the candidate is eligible for admission, and what, if any, additional requirements must be met.
4. If admitted, the candidate is eligible to be interviewed for a position as superintendent or assistant superintendent.
5. If employed, the candidate is eligible for a two-year, Temporary Provisional Certificate endorsement for Superintendent. The candidate must submit a CA-1 to get endorsement.
6. The candidate has two years to complete all remaining program requirements. Upon completion, the candidate is eligible for a standard certificate endorsement.

## Supervisor of Instruction, Endorsement (ILV1 and ILV2)

Applicants seeking certification for Supervisor of Instruction should be aware that reciprocity may not be offered by all states.

### Concentration(s)

- Director of Pupil Personnel I (KDP1)
- Director of Pupil Personnel II (KDP2)
- Principal Level I (KP1)
- Principal Level II (KP2)
- Superintendent (KST)
- Supervisor of Instruction Level I (ILV1)
- Supervisor of Instruction Level II (ILV2)

## Program Admission

Admission to the Certification Only, Education Leadership program is specific to the concentration selected (concentration codes shown in parentheses below).

### Director of Pupil Personnel Services, Endorsement (KDP1 and KDP2)

- Completion of at least three years full-time appropriate teaching experience
- Master's degree from an accredited institution
- 3.2 GPA or above for all graduate course work

### School Principal, Endorsement (KP1 and KP2)

- A master's degree;
- Three years of documented teaching experience in a public school or a nonpublic school that meets the state performance standards as established in KRS 156.160;
- A GPA of 3.0 or higher on all graduate work;
- Complete a program admission packet requiring:
  - Letters of reference
  - Professional portfolio
  - Deficiency course assessments
  - School district agreement of support;
- Be recommended based on an interview with district practitioners and department faculty.

### Superintendent, Endorsement (KST)

- Has completed Level I and II preparation requirements for administrative endorsement as principal or supervisor;
- Has a 3.2 GPA or above on all graduate work; and
- Submits recommendations.

### Supervisor of Instruction, Endorsement (ILV1 and ILV2)

- Completion of at least three years full-time appropriate teaching experience
- Master's degree from an accredited institution
- 3.2 GPA or above for all graduate course work

## Program Requirements (12-45 hours)

Program requirements for the Certification Only, Education Leadership program are specific to the concentration selected (concentration codes shown in parentheses below).

### Director of Pupil Personnel Services, Endorsement (KDP1 and KDP2)

Code	Title	Hours
<b>Level I Requirements (24 hours)</b>		
<b>Required Courses</b>		
EDFN 500	Research Methods	3
PSY 510	Advanced Educational Psychology	3
EDFN 576	Issues and Trends in Education	3
EDAD 640	Introduction to School Leadership	3
EDAD 583	Accounting for Pupil Personnel	3
EDAD 677	Legal Issues for Professional Educators	3
CNS 660	Organization and Administration of Guidance Services	3
<b>Electives</b>		
Select one of the following:		3
TCHL 530	Curriculum Development	
SPED 533	Seminar: Curriculum for Learning and Behavior Disorders	
SPED 535	Curriculum for Individuals with Moderate and Severe Disabilities	
EDAD 683	Leading Teaching and Learning	
GTE 537	Curriculum, Strategies, and Materials for Gifted Students	
IECE 530	Advanced IECE Curriculum Development	
<b>Level II Requirements (6 hours)</b>		
EDAD 594	Seminar on Leadership: Auxiliary Programs in Education	3
EDAD 642	Leveraging Community Systems and Resources	3
Total Hours		30

### School Principal, Endorsement (KP1 and KP2)

A minimum of 30 semester hours is required; at least 15 hours must be WKU credit. Students must have previously completed a master's degree program, which would qualify for Rank II salary classification.

Code	Title	Hours
<b>Prerequisites</b>		
EDAD 588	Allocation and Use of Resources	0-9
EDAD 677	Legal Issues for Professional Educators	
EDAD 684	Instructional Leadership	
<b>Level I Requirements (18 hours)</b>		
EDAD 640	Introduction to School Leadership	3
EDAD 641	Building Culture and Community	3
EDAD 642	Leveraging Community Systems and Resources	3
EDAD 643	Securing and Developing Staff	3
EDAD 644	Creating Organizational Structures and Operations	3
or EDAD 708	Administration of Fiscal Resources in Districts and Systems	
EDAD 645	Practicing the Principalship	3
<b>Level II Requirements (12 hours)</b>		
EDAD 694	Seminar in Educational Administration	6
Advisor approved electives		6
Total Hours		30-39

Students admitted to the principal certification Principal Level II certification program may apply to receive graduate credit for successful completion of the National Board Certified Teacher process as Level II electives. Those approved will receive up to six (6) hours of credit for EDU 695. To be eligible to receive credit, students must document that they:

- have been admitted to the principal Level II;
- hold current National Board Certification status.

The student must submit an application form to the chair of the Department of Educational Administration, Leadership, and Research who will consider whether to approve the application and then determine the number of EDU 695 hours to credit to the student's program. The hours may not be substituted for required (core) courses in the program. Once a recommendation for the awarding of hours for NBCT completion is approved by the department chair, the student must arrange for the American Council on Education (ACE) to send an official transcript documenting the student's NBCT status to WKU's Graduate School so that the credit may be entered on the student's transcript. No charge will be assessed by WKU.

TCHL 530	Curriculum Development	
SPED 533	Seminar: Curriculum for Learning and Behavior Disorders	
SPED 535	Curriculum for Individuals with Moderate and Severe Disabilities	
EDAD 683	Leading Teaching and Learning	
GTE 537	Curriculum, Strategies, and Materials for Gifted Students	
IECE 530	Advanced IECE Curriculum Development	
<b>Level II Requirements (12 hours)</b>		
EDAD 677	Legal Issues for Professional Educators	3
EDAD 642	Leveraging Community Systems and Resources	3
EDAD 594	Seminar on Leadership: Auxiliary Programs in Education	3
EDAD 694	Seminar in Educational Administration	3
<b>Total Hours</b>		<b>45</b>

### Superintendent, Endorsement (KST)

**Code Title Hours**

Complete a minimum of sixty (60) semester hours of graduate credit above the bachelor's degree in an approved certification program, including the following.

Required Courses		
EDAD 639	The Superintendency	3
EDAD 649	School System Administration	3
EDAD 659	Strategic Planning in Education	3
EDAD 598	Field-Based Experience in Educational Administration <sup>1</sup>	3
<b>Total Hours</b>		<b>12</b>

<sup>1</sup> Candidates should enroll concurrently with the first required course taken and will continue working concurrently with all three required courses. Students only register once for EDAD 598. Students will receive an "IP" grade for EDAD 598 until all requirements are met and the other three required courses are completed. All work should normally be completed within one year but must be completed within a maximum of two years.

### Supervisor of Instruction, Endorsement (ILV1 and ILV2)

**Code Title Hours**

Level I Requirements (33 hours)		
<b>Required Courses</b>		
EDFN 500	Research Methods	3
PSY 510	Advanced Educational Psychology	3
EDFN 576	Issues and Trends in Education	3
EDAD 640	Introduction to School Leadership	3
EDAD 684	Instructional Leadership	3
EDAD 686	Principles of Supervision	3
LTCY 519	Foundations of Literacy Instruction	3
SPED 516	The Exceptional Child: Perspectives and Issues	3
CNS 660	Organization and Administration of Guidance Services	3
<b>Electives</b>		
Select two from the following:		6