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.

Completing 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 may seek a counseling or social work background for student services, not a Director of Pupil Personnel Services with attendance duties as in Kentucky.

Director of Special Education, Endorsement (KDS1 and KDS2)

The 24-hour, Level 1 program leads to eligibility for administrative certification as a Level I Director of Special Education (KDS1), renewable with completion of the 6-hour, Level II Director of Special Education program (KDS2).

School Principal, Endorsement (KP1 and KP2)

The Principal Preparation Program is a certification program preparing educators to serve in principal, assistant principal, and other administrator roles.

WKU also offers an EPSB-approved alternative route to principal certification, with eligibility and application procedures as follows:

1. Candidates must first apply to WKU Graduate Studies for admission to the university - https://www.wku.edu/graduate/.
2. Following university admission, candidates should contact the School of Leadership and Professional Studies for program-specific application and admission guidelines by calling 270-745-4890.
3. After program admission, the candidate will work with an advisor to submit a program of study to the Office of Professional Educators Services for approval.
4. A letter is then issued by WKU stating that the student is currently enrolled in the principal program. At this time, the candidate may be offered a principal or assistant principal position by a district and is eligible to participate in the alternative route program.
5. If the candidate is offered the position, the district superintendent must provide written verification to the candidate.
6. The candidate will email employment verification to the program coordinator and submit a CA-TP to the Office of Professional Educator Services through EPSB's portal. SLPS will issue the student a mentor agreement that must be completed by the student, the student's university mentor, and the student's district mentor.
7. The Office of Professional Educator Services will sign and verify the candidate's enrollment in the Alternate Route to Principal Certification program. The completed application will be uploaded to EPSB. The student will be notified when their certificate is ready.
8. The student must request that an electronic transcript be sent directly to EPSB. The transcript request can be completed through TOPNET. All transcript request questions need to be directed to the registrar's office.

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 of full-time experience in a school administrative position and
2. Completed a minimum of thirty (30) semester hours of graduate credit above the bachelor's degree in (an) approved certification program(s), including EDAD 639 (http://catalog.wku.edu/search/?P=EDAD 639), EDAD 649 (http://catalog.wku.edu/search/?P=EDAD 649), E (http://catalog.wku.edu/search/?P=EDAD 659)DAD 507, and EDAD 598 (http://catalog.wku.edu/search/?P=EDAD 598).

Alternate Route to Superintendent Certification Program. The alternate route program enables the district to consider the best candidates for the 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 superintendent or assistant superintendent position.
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 the 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 all states may not offer reciprocity.

Program Admission

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

Director of Pupil Personnel Services (KDP1 and KDP2)

- Current, valid teaching certificate
- Three years of full-time appropriate teaching experience
- Master's degree or Rank 2 from an accredited institution
- GPA of 3.0 or higher on all graduate work
- Letter of reference and support from supervisor
- Program admissions application

Director of Special Education (KDS1 and KDS2)

- Current, valid teaching certificate for exceptional children or as a school psychologist
- Three years of full-time teaching experience with exceptional children or as a school psychologist
- Master's degree or Rank 2 from an accredited institution
- 3.0 GPA or above on all graduate coursework
- Letter of reference and support from supervisor
- Program admissions application

School Principal (KP1 and KP2)

- Current, valid teaching certificate
- Three years of full-time appropriate teaching experience
- GPA of 3.0 or higher
- Letter of reference and support from supervisor
- Program admissions application

Supervisor of Instruction (ILV1 and ILV2)

- Current, valid teaching certificate
- Three years of full-time appropriate teaching experience
- Master's degree or Rank 2 from an accredited institution
- GPA of 3.0 or higher on all graduate work
- Letter of reference and support from supervisor
- Program admissions application

Superintendent (KST)

- Current, valid teaching certificate that includes ILV1 and ILV2 (SOI Level 1 and 2) or KP1 and KP2 (Principal Level 1 and Level 2)
- Master's degree
- GPA of 3.0 or higher on all graduate work
- Two years of administrative experience
- Portfolio

Program Requirements

Program requirements for the Certification-Only Education Administration 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
Level I Requirements (24 hours)		
EDAD 602	Introduction to School Leadership	3
EDAD 603	School Law and Policy	3
EDAD 604	Creating a Culture of Achievement	3
EDAD 605	Leading a Community of Learners	3
EDAD 606	Leading Learning Systems	3
EDAD 608	Resource Management for Equitable Outcomes	3
SPED 516	The Exceptional Child: Perspectives and Issues for Educational Leaders	3
EDAD 583	Accounting for Pupil Personnel	3
Level II Requirements (6 hours)		
EDAD 686	District-level Supervision	3
EDAD 610	Clinical Experiences in Educational Administration	3
Total Hours		**30**

Director of Special Education, Endorsement (KDS1 and KDS2)

Code	Title	Hours
Level I Requirements (24 hours)		
SPED 518	Seminar: Contemporary Challenges in Special Education	3
EDAD 602	Introduction to School Leadership	3
EDAD 605	Leading a Community of Learners	3
or EDAD 612	Collaboration between Schools and Stakeholders for Individuals with Disabilities	
or SPED 612	Collaboration between Schools and Stakeholders for Individuals with Disabilities	
EDAD 606	Leading Learning Systems	3
EDAD 608	Resource Management for Equitable Outcomes	3
EDAD 686	District-level Supervision	3
SPED 625	Practicum in the Administration of Special Education	3
SPED 630	Special Education Law and Finance	3
Level II Requirements (6 hours)		
EDAD 604	Creating a Culture of Achievement	3
EDAD 610	Clinical Experiences in Educational Administration	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
Level I Requirements (24 hours)		
EDAD 602	Introduction to School Leadership	3
EDAD 603	School Law and Policy	3

EDAD 604	Creating a Culture of Achievement	3
EDAD 605	Leading a Community of Learners	3
EDAD 606	Leading Learning Systems	3
EDAD 607	Developing Teacher Capacity	3
EDAD 608	Resource Management for Equitable Outcomes	3
EDAD 609	Leading School Improvement	3
Level II Requirements (6 hours)		
EDAD 597	Problems in Educational Administration and Supervision	3
EDAD 610	Clinical Experiences in Educational Administration	3
Total Hours		**30**

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.		
EDAD 639	The Superintendency	3
EDAD 649	School System Administration	3
EDAD 507	Educational Leadership Policies and Politics	3
EDAD 598	Field-Based Experience in Educational Administration	3

[1] 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 (http://catalog.wku.edu/search/?P=EDAD 598). Students will receive an "IP" grade for EDAD 598 (http://catalog.wku.edu/search/?P=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 (24 hours)		
EDAD 594	Leading Innovative Educational Programs	3
EDAD 602	Introduction to School Leadership	3
EDAD 603	School Law and Policy	3
EDAD 604	Creating a Culture of Achievement	3
EDAD 606	Leading Learning Systems	3
EDAD 607	Developing Teacher Capacity	3
EDAD 608	Resource Management for Equitable Outcomes	3
SPED 516	The Exceptional Child: Perspectives and Issues for Educational Leaders	3
Level II Requirements (6 hours)		
EDAD 686	District-level Supervision	3
EDAD 610	Clinical Experiences in Educational Administration	3
Total Hours		**30**