

# CERTIFICATION ONLY, EDUCATION LEADERSHIP (131)

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## 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.

## Director of Special Education, Endorsement (KDS1 and KDS2)

This 30 hour Level I program leads to eligibility for administrative certification as a Level I Director of Special Education (KDS1), renewable with completion of the 9-hour Level II Director of Special Education program (KDS2).

## 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.

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

1. Candidates must first apply to the WKU Graduate School for admission to the university - <https://www.wku.edu/graduate/>.
2. Following university admission, candidates should contact the Department of Educational Administration, Leadership, and Research for program-specific admissions guidelines and application 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 then eligible to participate in the Option 6 alternative route program.
5. If the candidate is offered the position, the district superintendent must provide verification of employment to WKU and the candidate.
6. The candidate will submit the verification of employment to EALR and a CA-TP to the Office of Professional Educator Services. EALR

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. This can be emailed along with the completed CA-TP application to [teacher.certification@wku.edu](mailto:teacher.certification@wku.edu).

7. The Office of Professional Educator Services will sign and verify the enrollment of the candidate in the Alternate Route to Principal Certification program. The completed application will be uploaded to EPSB and the student will be notified when it has been processed and their certificate is ready to download/print.

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 full-time experience in a school administrative position.

**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.

## 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 or Rank 2 from an accredited institution
- 3.0 GPA or above for all graduate course work

### Director of Special Education, Endorsement (KDS1 and KDS2)

- Submit a copy of current, valid teaching certificate for exceptional children or as a school psychologist.
- Submit documentation of a master’s degree or Rank 2 from an accredited institution.
- Submit current vita/resume and letter of application indicating goals, and a statement verifying that he/she has completed at least 3 years of full-time appropriate teaching experience with exceptional children or as a school psychologist.
- Submit documentation of three years full-time appropriate teaching experience with exceptional children or as a school psychologist.
- 3.0 GPA or above on all graduate course work.

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

- 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;
- 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)

- Completed Level I and II preparation requirements for administrative endorsement as principal or supervisor;
- 3.0 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 or Rank 2 from an accredited institution
- 3.0 GPA or above for all graduate course work

### Program Requirements (30-39 hrs)

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 (30 hours)</b>		
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 610	Clinical Experiences in the Principalship	3
EDAD 686	Principles of Supervision	3
EDFN 576	Issues and Trends in Education	3
EDAD 583	Accounting for Pupil Personnel	3
SPED 533	Seminar: Curriculum for Learning and Behavior Disorders	3
or SPED 516	The Exceptional Child: Perspectives and Issues	
or SPED 535	Curriculum for Individuals with Moderate and Severe Disabilities	
<b>Level II Requirements (9 hours)</b>		
EDAD 694	Seminar in Educational Administration	3
Advisor approved electives		6
<b>Total Hours</b>		<b>30-39</b>

### Director of Special Education, Endorsement (KDS1 and KDS2)

Code	Title	Hours
<b>Level I Requirements (30 hours)</b>		
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
or SPED 532	Families, Professionals and Exceptionalities	
EDAD 606	Leading Learning Systems	3
EDAD 610	Clinical Experiences in the Principalship	3
EDAD 686	Principles of Supervision	3
SPED 501	Introduction to Applied Behavior Analysis	3
SPED 625	Practicum in the Administration of Special Education	3
SPED 630	Special Education Law and Finance	3
<b>Level II Requirements (9 hours)</b>		
EDAD 694	Seminar in Educational Administration	3
Advisor approved electives		6
<b>Total Hours</b>		<b>30-39</b>

### 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>Level I Requirements (30 hours)</b>		
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
EDAD 610	Clinical Experiences in the Principalship	6
<b>Level II Requirements (9 hours)</b>		
EDAD 694	Seminar in Educational Administration	3
Advisor approved electives		6
<b>Total Hours</b>		<b>30-39</b>

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.

### 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	3-6

<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 ([http://catalog.wku.edu/search/?P=EDAD 598](http://catalog.wku.edu/search/?P=EDAD%20598)). Students will receive an "IP" grade for EDAD 598 ([http://catalog.wku.edu/search/?P=EDAD 598](http://catalog.wku.edu/search/?P=EDAD%20598)) 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
<b>Level I Requirements (30 hours)</b>		
EDAD 594	Seminar on Leadership: Auxiliary Programs in Education	3
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 610	Clinical Experiences in the Principalship	3
EDFN 576	Issues and Trends in Education	3
EDAD 686	Principles of Supervision	3
SPED 516	The Exceptional Child: Perspectives and Issues	3
or SPED 533	Seminar: Curriculum for Learning and Behavior Disorders	
or SPED 535	Curriculum for Individuals with Moderate and Severe Disabilities	
<b>Level II Requirements (9 hours)</b>		
EDAD 694	Seminar in Educational Administration	3
Advisor approved electives		6
<b>Total Hours</b>		<b>30-39</b>