WKU

CURRICULUM CONTRACT

Professional Certificate for Alternative Certification: Instructional Leadership – Principal, All Grades
CERTIFICATION

Last, **First** **Middle**	**WKU ID Number**

Street	**Home Phone Number**

City	**State**	**Zip Code**	**E-mail Address**

Specific degree and certification requirements with advisement sheets attached.

WESTERN KENTUCKY UNIVERSITY --- CURRICULUM CONTRACT

Professional Certificate for Alternative Certification: Instructional Leadership – Principal (All Grades)		
Prerequisite Courses ■ MAE degree from an accredited institution ■ Rank I/ Planned Sixth Year		**Level I** EDAD 585 Fundamentals of School Administration EDAD 588 School Business Management EDAD 594 Seminar in Leadership: Auxiliary Programs EDAD 597 Problems in Educational Administration EDAD 677 School Law EDAD 682 School-Community Relations EDAD 683 Seminar in Curriculum Development EDAD 684 Instructional Leadership EDAD 690 Principalship **Level II** EDAD 590 Administration of School Personnel EDAD 694 Seminar in Educational Administration EDAD 696 Advanced Organizational Theory **Level II** EDAD 590 Administration of School Personnel EDAD 694 Seminar in Educational Leadership EDAD 696 Advance Organizational Theory - **Summary:** Prerequisite 9 hrs. or MAE Level I 27 hrs Level II 9 hrs

Delineation of Program Transition Points – Advanced Preparation
Alternative Certification: Instructional Leadership – Principal, All Grades
CERTIFICATION

Transition I: Admission to Graduate Studies and Research			
Data Reviewed	**Minimal Criteria for Admission**	**Review Cycle**	**Reviewed by**
■ Admission Application ■ Transcript Record ■ Degrees	■ Masters Degree ■ Rank I	■ Fall and Spring	■ Graduate Studies and Research
Transition II: Admission: Alternative Certification: Instructional Leadership – Principal - Certification			
■ Department Admission Application ■ Letter of Nomination from Current Superintendent ■ Filing a TC-TP Form with Teacher Certification ■ Assurance of a full-time administrative position	■ Standard teaching certificate ■ One year teaching ■ GPA of 3.2 or higher ■ Acceptable score on GRE, MAT, or NTE ■ Candidate signature on program	■ Each term	■ Department faculty ■ Office of Teacher Services
Transition III: Exit			

■ Acceptable score on the School Leaders Licensure Assessment and the Kentucky Principal Specialty Test
■ GPA
■ Dispositions Scores
■ Critical Performance Scores
■ Field Experiences:
  -Practicum Journal
  -Professional Portfolio
	■ Exit GPA of 3.0 or higher
	■ Satisfactory performance toward ISLLC standards
	■ All dispositions average "At Standard"
	■ All Critical Performances average or higher score
	■ Successful completion of field work
	■ Successful completion of all required course work
		■ Each term	■ Department faculty
			■ Office of Teacher Services

To be recommended for certification, an applicant must document the following to the Office of Teacher Certification (TC1):
- Completion of an approved Instructional Leadership – Principal (All Grades) program;
- Achievement of a 3.0 GPA overall;
- Acceptable score on the Kentucky Principal Specialty Test;
- Acceptable score on the School Leaders Licensure Assessment

EPSB Disclaimer: Educational Leadership requirements are subject to change. Current requirements should be verified with the Education Professional Standards Board (EPSB) Web site at www.epsb.ky.gov or call 502-564-4606 or toll free 888-598-7667.

Student Signature: _____Date: _____

Advisor Signature: _____Date: _____

WESTERN KENTUCKY UNIVERSITY   FORM B – 01-01-98
GRADUATE COLLEGE
LEVEL I. Provisional Certificate: Instructional Leadership – Principal, All Grades
LEVEL II. Professional Certificate: Instructional Leadership – Principal, All Grades

[Check Appropriate Space]   **NON-DEGREE CERTIFICATION** _____   **RANK I** _____

Name: _____   WKU ID Number: _____
         Last   First   Middle/Maiden

Home Phone _____

Address: _____

_____
City/State   Zip Code

Undergraduate Degree Institution: _____Date: _____

Graduate Degree Institution: _____Date: _____

Certification(s) Held & Dates: _____

_____

Instructions:

1. List Department and number for all courses to be taken.
2. If transfer work is included, place a check in the column marked TR.
3. If the course has been completed, fill in term and year completed under DATE. Leave column blank if the course has not been completed.
4. Advisor must sign this form.
5. Approval of this form does not guarantee certification
6. Prerequisite to admission is a Master's degree from an accredited institution
7. Throughout the program, students will be assessed on field experiences and dispositions, through Critical Performances, examinations, and criteria deemed necessary to monitor progress.

LEVEL I. Administrative	HRS	DATE	TR		HRS	DATE	TR
◆EDAD 585 Fund. Sch. Admin.	3			EDAD 682 Sch. Comm. Rel.	3		
EDAD 588 Sch. Bus. Mgmt.	3			EDAD 683 Sem. Curr. Dev.	3		
EDAD 594 Admin. Aux. Prog.	3			EDAD 684 Instr. Leadership	3		
*EDAD 597 Prob. Admin. & Supv.	3						
EDAD 677 School Law	3						
EDAD 690 Principalship							

◆Prerequisite to any other EDAD prefix enrollment   *Initial enrollment to be concurrent with EDAD 585   Exit GPA of 3.0 or higher is required.

NOTE: ■ Successful completion of state certification examinations is required for Level I provisional certificate.
■ Completion of a planned 5th (6th) year program may not be counted by states other than Kentucky in determining pay status.

LEVEL II. Professional Certificate	HRS	DATE	TR
EDAD 590 Admin. Sch. Pers.	3		
EDAD 694 Sem. Ed. Admin.	3		
EDAD 696 Adv. Org. Theory	3		

MAJOR ADVISOR _____ _____   **STUDENT** _____
         Signature   Date   Signature   Date

CERTIFICATION OFFICER _____
         Signature   Date

CURRICULUM CONTRACT

Professional Certificate for Alternative Certification: Instructional Leadership - Principal All Grades.
MASTERS

Last,	**First**	**Middle**	**WKU ID Number**

Street	**Home Phone Number**

City	**State**	**Zip Code**	**E-mail Address**

Specific degree and certification requirements with advisement sheets attached.

WESTERN KENTUCKY UNIVERSITY --- CURRICULUM CONTRACT

Professional Certificate for Alternative Certification: Instructional Leadership – Principal (All Grades)	
Prerequisite Courses • EDFN 500 Research Methods • PSY 510 Adv. Educational Psychology, or PSY511Psychology of Learning, or PSY 519 Classroom Behavior • EDFN 576 Issues & Tends in Education	**Level I** EDAD 585 Fundamentals of School Administration EDAD 588 School Business Management EDAD 594 Seminar in Leadership: Auxiliary Programs EDAD 597 Problems in Educational Administration EDAD 677 School Law EDAD 682 School-Community Relations EDAD 683 Seminar in Curriculum Development EDAD 684 Instructional Leadership EDAD 690 Principalship **Level II** EDAD 590 Administration of School Personnel EDAD 694 Seminar in Educational Administration EDAD 696 Advanced Organizational Theory - **Summary:** Prerequisite 9 hrs. or MAE Level I 27 hrs Level II 9 hrs

Upon successful completion of the program, including a portfolio, participants in the collaborative field-based principal preparation program will be awarded credits for the courses outlined above. Prior to completion of the entire sequence, students will be assigned a no-report for each grading period.

Delineation of Program Transition Points – Advanced Preparation
Masters
Alternative Certification: Instructional Leadership – Principal, All Grades

Transition I: Admission to Graduate Studies and Research			
Data Reviewed	**Minimal Criteria for Admission**	**Review Cycle**	**Reviewed by**
■ Admission Application ■ Transcript Record ■ Degrees	■ Bachelor's Degree	■ Fall and Spring	■ Graduate Studies and Research
Transition II: Admission: Alternative Certification: Instructional Leadership – Principal , Masters			
■ Department Admission Application ■ Letter of Nomination from Current Superintendent ■ Filing a TC-TP Form with Teacher Certification ■ Assurance of a full-time administrative position	■ Standard teaching certificate ■ One year teaching ■ GPA of 3.2 or higher ■ Acceptable score on GRE ■ Candidate signature on program	■ Each term	■ Department faculty ■ Office of Teacher Services
Transition III: Exit			

■ Acceptable score on the School Leaders Licensure Assessment and the Kentucky Principal Specialty Test
■ GPA
■ Dispositions Scores
■ Critical Performance Scores
■ Field Experiences:
  -Practicum Journal
  -Professional Portfolio
	■ Exit GPA of 3.0 or higher
	■ Satisfactory performance toward ISLLC standards
	■ All dispositions average "At Standard"
	■ All Critical Performances average or higher score
	■ Successful completion of field work
	■ Successful completion of all required course work
		■ Each term	■ Department faculty
			■ Office of Teacher Services

To be recommended for certification, an applicant must document the following to the Office of Teacher Certification (TC1):

- Completion of an approved Instructional Leadership – Principal (All Grades) program;
- Achievement of a 3.0 GPA overall;
- Acceptable score on the Kentucky Principal Specialty Test;
- Acceptable score on the School Leaders Licensure Assessment

EPSB Disclaimer: Educational Leadership requirements are subject to change. Current requirements should be verified with the Education Professional Standards Board (EPSB) Web site at www.epsb.ky.gov or call 502-564-4606 or toll free 888-598-7667.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

GRADUATE COLLEGE

Master of Arts in Education – Instructional Leadership-Principal, All Grades
LEVEL I. PROVISIONAL CERTIFICATE

Name: _____   WKU ID Number: _____
        Last   First   Middle/Maiden

                                                          Home Phone _____

Address: _____

_____
        City/State   Zip Code

Undergraduate Degree Institution: _____Date: _____

Certification(s) Held and Dates: _____

_____

Instructions:
1. List Department and number for all courses to be taken.
2. If transfer work is included, place a check in the column marked TR.
3. If the course has been completed, fill in term and year completed under DATE. Leave column blank if the course has not been completed.
4. Advisor must sign this form.
5. Approval of this form does not guarantee certification.
6. Recommendation for Provisional Certificate requires 3 years teaching experience minimum.

Professional Core	HRS	DATE	TR	LEVEL I: Admin. Concentration	HRS	DATE	TR
EDFN 500 Res. Methods	3			◆EDAD 585 Fund. Sch. Admin.	3		
EDFN 576 Issues & Trends in Education	3			EDAD 588 Sch. Bus. Mgmt.	3		
PSY 510 Adv. Ed. Psy. or				EDAD 594 Admin. Aux. Prog.	3		
PSY 511 Psy. Learning or	3			*EDAD 597 Prob. Admin. & Sup.	3		
				EDAD 677 School Law	3		
				EDAD 682 Sch. Comm. Rel.	3		
				EDAD 683 Sem. Curr. Dev.	3		
				EDAD 684 Instr. Leadership	3		
				EDAD 690 Principalship	3		

◆Prerequisite to any other EDAD prefix enrollment   *Initial enrollment to be concurrent with EDAD 585   *Exit GPA must be at least 3.0.

Major Advisor _____   Student _____
              Signature   Date   **Signature   Date**

Graduate Officer _____   Certification Officer_____
                Signature   Date   **Signature   Date**
NOTE:
1. Successful completion of Comprehensive examination required.
2. Successful completion of state certification examinations is required.
3. Level II, Rank I required for Professional Certification.
4. Throughout the program, students will be assessed on field experiences and dispositions, through Critical Performances, examinations, and criteria deemed necessary to monitor progress.
   Upon successful completion of the program, including a portfolio, participants in the collaborative field-based principal preparation program will be awarded credits for the courses outlined above. Prior to completion of the entire sequence, students will be assigned a no-report for each grading period.

CURRICULUM CONTRACT

Professional Certificate for Alternative Certification: Instructional Leadership – Principal
RANK I

Last,	First	Middle	WKU ID Number

Street			Home Phone Number

City	State	Zip Code	E-mail Address

Specific degree and certification requirements with advisement sheets attached.

WESTERN KENTUCKY UNIVERSITY --- CURRICULUM CONTRACT

Professional Certificate for Alternative Certification: Instructional Leadership – Principal (All Grades)		
Prerequisite Courses MAE degree from an accredited institution		**Level I** EDAD 585 Fundamentals of School Administration EDAD 588 School Business Management EDAD 594 Seminar in Leadership: Auxiliary Programs EDAD 597 Problems in Educational Administration EDAD 677 School Law EDAD 682 School-Community Relations EDAD 683 Seminar in Curriculum Development EDAD 684 Instructional Leadership EDAD 690 Principalship **Level II** EDAD 590 Administration of School Personnel EDAD 694 Seminar in Educational Administration EDAD 696 Advanced Organizational Theory - **Summary:** Prerequisite 9 hrs. or MAE Level I 27 hrs Level II 9 hrs

Delineation of Program Transition Points – Advanced Preparation
Alternative Certification: Instructional Leadership – Principal, All Grades
RANK I

Transition I: Admission to Graduate Studies and Research			
Data Reviewed	**Minimal Criteria for Admission**	**Review Cycle**	**Reviewed by**
■ Admission Application ■ Transcript Record ■ Degrees	■ Masters Degree	■ Fall and Spring	■ Graduate Studies and Research
Transition II: Admission: Alternative Certification: Instructional Leadership – Principal, Rank I			
■ Department Admission Application ■ Letter of Nomination from Current Superintendent ■ Filing a TC-TP Form with Teacher Certification ■ Assurance of a full-time administrative position	■ Standard teaching certificate ■ One year teaching ■ GPA of 3.2 or higher ■ Candidate signature on program	■ Each term	■ Department faculty ■ Office of Teacher Services
Transition III: Exit			

■ Acceptable score on the School Leaders Licensure Assessment and the Kentucky Principal Specialty Test
■ GPA
■ Dispositions Scores
■ Critical Performance Scores
■ Field Experiences:
  -Practicum Journal
  -Professional Portfolio
	■ Exit GPA of 3.0 or higher
	■ Satisfactory performance toward ISLLC standards
	■ All dispositions average "At Standard"
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	■ Successful completion of field work
	■ Successful completion of all required course work
		■ Each term	■ Department faculty
			■ Office of Teacher Services

To be recommended for certification, an applicant must document the following to the Office of Teacher Certification (TC1):

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- Achievement of a 3.0 GPA overall;
- Acceptable score on the Kentucky Principal Specialty Test;
- Acceptable score on the School Leaders Licensure Assessment

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Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

WESTERN KENTUCKY UNIVERSITY   **FORM B – 01-01-98**
GRADUATE COLLEGE
LEVEL I. Provisional Certificate: Instructional Leadership – Principal, All Grades
LEVEL II. Professional Certificate: Instructional Leadership – Principal, All Grades

[Check Appropriate Space]   **NON-DEGREE CERTIFICATION** _____   **RANK I** _____

Name: _____   WKU ID Number: _____
        Last   First   Middle/Maiden
                                                Home Phone _____

Address: _____

_____
City/State   Zip Code

Undergraduate Degree Institution: _____Date: _____

Graduate Degree Institution: _____Date: _____

Certification(s) Held & Dates: _____

_____

Instructions:
1. List Department and number for all courses to be taken.
2. If transfer work is included, place a check in the column marked TR.
3. If the course has been completed, fill in term and year completed under DATE. Leave column blank if the course has not been completed.
4. Advisor must sign this form.
5. Approval of this form does not guarantee certification
6. Prerequisite to admission is a Master's degree from an accredited institution
7. Throughout the program, students will be assessed on field experiences and dispositions, through Critical Performances, examinations, and criteria deemed necessary to monitor progress.

LEVEL I. Administrative Concentration	HRS	DATE	TR		HRS	DATE	TR
◆EDAD 585 Fund. Sch. Admin.	3			EDAD 682 Sch. Comm. Rel.	3		
EDAD 588 Sch. Bus. Mgmt.	3			EDAD 683 Sem. Curr. Dev.	3		
EDAD 594 Admin. Aux. Prog.	3			EDAD 684 Instr. Leadership	3		
*EDAD 597 Prob. Admin. & Supv.	3						
EDAD 677 School Law	3						
EDAD 690 Principalship							

◆Prerequisite to any other EDAD prefix enrollment   *Initial enrollment to be concurrent with EDAD 585   Exit GPA of 3.0 or higher is required.

NOTE: ■ Successful completion of state certification examinations is required for Level I provisional certificate.
        ■ Completion of a planned 5th (6th) year program may not be counted by states other than Kentucky in determining pay status.

LEVEL II. Professional Certificate	HRS	DATE	TR
EDAD 590 Admin. Sch. Pers.	3		
EDAD 694 Sem. Ed. Admin.	3		
EDAD 696 Adv. Org. Theory	3		

MAJOR ADVISOR _____ _____   **STUDENT** _____
            Signature   **Date**   **Signature**   **Date**

CERTIFICATION OFFICER _____
                Signature   **Date**