

E. WKU Curriculum Contract



**Professional Certificate for Instructional Leadership, Career and Technical School  
Principal  
MASTERS**

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<b>Last,</b>	<b>First</b>	<b>Middle</b>	<b>WKU ID Number</b>
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<b>Street</b>	<b>Home Phone Number</b>
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<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>E-mail Address</b>
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Specific degree and certification requirements with advisement sheets attached.

**WESTERN KENTUCKY UNIVERSITY --- CURRICULUM CONTRACT**

<b>Professional Certificate for Instructional Leadership, Career and Technical School Principal - MASTERS</b>							
<p style="text-align: center;"><b>Prerequisite Courses</b></p> <ul style="list-style-type: none"> <li>• EDFN 500 Research Methods</li> <li>• PSY 510 Adv. Educational Psychology, or PSY511 Psychology of Learning, or PSY 519 Classroom Behavior</li> <li>• EDFN 576 Issues &amp; Trends in Education</li> </ul>	<p><b>Level I</b></p> <ul style="list-style-type: none"> <li>EDAD 585 Fundamentals of School Administration</li> <li>EDAD 588 School Business Management</li> <li>EDAD 594 Seminar in Leadership: Auxiliary Programs</li> <li>EDAD 597 Problems in Educational Administration</li> <li>EDAD 677 School Law</li> <li>EDAD 682 School-Community Relations</li> <li>EDAD 683 Seminar in Curriculum Development</li> <li>EDAD 684 Instructional Leadership</li> <li>EDAD 690 Principalship</li> </ul> <p><b>Level II</b></p> <ul style="list-style-type: none"> <li>EDAD 590 Administration of School Personnel</li> <li>EDAD 694 Seminar in Educational Administration</li> <li>EDAD 696 Advanced Organizational Theory</li> </ul> <p>-----</p> <p><b><u>Summary:</u></b></p> <table border="0" style="width: 100%;"> <tr> <td>Prerequisite</td> <td style="text-align: right;">MAE degree or 9 hrs</td> </tr> <tr> <td>Level I</td> <td style="text-align: right;">27 hrs</td> </tr> <tr> <td>Level II</td> <td style="text-align: right;">9 hrs</td> </tr> </table>	Prerequisite	MAE degree or 9 hrs	Level I	27 hrs	Level II	9 hrs
Prerequisite	MAE degree or 9 hrs						
Level I	27 hrs						
Level II	9 hrs						

**Delineation of Program Transition Points – Advanced Preparation  
Career and Technical School Principal - MASTERS**

<b>Transition I: Admission to Graduate Studies and Research</b>			
<b>Data Reviewed</b>	<b>Minimal Criteria for Admission</b>	<b>Review Cycle</b>	<b>Reviewed by</b>
<ul style="list-style-type: none"> <li>■ Admission Application</li> <li>■ Transcript Record</li> <li>■ Degrees</li> <li>■ GPA</li> </ul>	<ul style="list-style-type: none"> <li>■ Master’s Degree</li> <li>■ GPA 3.0 or higher on all completed graduate work</li> </ul>	<ul style="list-style-type: none"> <li>■ Fall and Spring</li> </ul>	<ul style="list-style-type: none"> <li>■ Graduate Studies and Research</li> </ul>
<b>Transition II: Admission: Career and Technical School Principal - MASTERS</b>			
<ul style="list-style-type: none"> <li>■ Department Admission Application</li> <li>■ GPA</li> <li>■ Degrees</li> </ul>	<ul style="list-style-type: none"> <li>■ KY Vocational Teacher Certification</li> <li>■ Three years successful teaching experience in a career and technical education teaching assignment</li> <li>■ GPA of 3.0 or higher on all completed graduate work</li> <li>■ Candidate signature on program</li> </ul>	<ul style="list-style-type: none"> <li>■ Each term</li> </ul>	<ul style="list-style-type: none"> <li>■ Department faculty</li> <li>■ Office of Teacher Services</li> </ul>
<b>Transition III: Exit</b>			
<ul style="list-style-type: none"> <li>■ Acceptable score on the School Leaders Licensure Assessment and the Kentucky Principal Specialty Test</li> <li>■ Dispositions Scores</li> <li>■ Critical Performance Scores</li> <li>■ GPA</li> <li>■ Field Experiences: -Practicum Journal -Professional Portfolio</li> </ul>	<ul style="list-style-type: none"> <li>■ GPA of 3.0 or higher on all required coursework.</li> <li>■ Satisfactory performance toward ISLLC standards</li> <li>■ All dispositions average “At Standard”</li> <li>■ All Critical Performances average or higher score</li> <li>■ Successful completion of field work</li> <li>■ Successful completion of all required coursework</li> </ul>	<ul style="list-style-type: none"> <li>■ Each term</li> </ul>	<ul style="list-style-type: none"> <li>■ Department faculty</li> <li>■ Office of Teacher Services</li> </ul>

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

- Completion of an approved Instructional Leadership - School Principal (All Grades) Certification Only/Rank 1
- 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](http://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		

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		

◆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 Instructional Leadership - Career and Technical School  
Principal  
CERTIFICATION**

<b>Last,</b>	<b>First</b>	<b>Middle</b>	<b>WKU ID Number</b>
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Specific degree and certification requirements with advisement sheets attached.

**WESTERN KENTUCKY UNIVERSITY --- CURRICULUM CONTRACT**

<b>Professional Certificate for Instructional Leadership - Career and Technical School Principal, Certification</b>							
<p style="text-align: center;"><b>Prerequisite Courses</b></p> <ul style="list-style-type: none"> <li>■ MAE from an accredited institution or</li> <li>■ Rank I</li> </ul>	<p><b>Level I</b></p> <ul style="list-style-type: none"> <li>EDAD 585 Fundamentals of School Administration</li> <li>EDAD 588 School Business Management</li> <li>EDAD 594 Seminar in Leadership: Auxiliary Programs</li> <li>EDAD 597 Problems in Educational Administration</li> <li>EDAD 677 School Law</li> <li>EDAD 682 School-Community Relations</li> <li>EDAD 683 Seminar in Curriculum Development</li> <li>EDAD 684 Instructional Leadership</li> <li>EDAD 690 Principalship</li> </ul> <p><b>Level II</b></p> <ul style="list-style-type: none"> <li>EDAD 590 Administration of School Personnel</li> <li>EDAD 694 Seminar in Educational Administration</li> <li>EDAD 696 Advanced Organizational Theory</li> </ul> <hr style="border-top: 1px dashed black;"/> <p><b><u>Summary:</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Prerequisite</td> <td style="text-align: right;">MAE degree or 9 hrs</td> </tr> <tr> <td>Level I</td> <td style="text-align: right;">27 hrs</td> </tr> <tr> <td>Level II</td> <td style="text-align: right;">9 hrs</td> </tr> </table>	Prerequisite	MAE degree or 9 hrs	Level I	27 hrs	Level II	9 hrs
Prerequisite	MAE degree or 9 hrs						
Level I	27 hrs						
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**Delineation of Program Transition Points – Advanced Preparation  
Career and Technical School Principal - Certification**

<b>Transition I: Admission to Graduate Studies and Research</b>			
<b>Data Reviewed</b>	<b>Minimal Criteria for Admission</b>	<b>Review Cycle</b>	<b>Reviewed by</b>
<ul style="list-style-type: none"> <li>■ Admission Application</li> <li>■ Transcript Record</li> <li>■ Degrees</li> <li>■ GPA</li> </ul>	<ul style="list-style-type: none"> <li>■ Master’s Degree</li> <li>■ Rank I</li> </ul>	<ul style="list-style-type: none"> <li>■ Fall and Spring</li> </ul>	<ul style="list-style-type: none"> <li>■ Graduate Studies and Research</li> </ul>
<b>Transition II: Admission: Career and Technical School Principal - Certification</b>			
<ul style="list-style-type: none"> <li>■ Department Admission Application</li> <li>■ GPA</li> <li>■ Degrees</li> </ul>	<ul style="list-style-type: none"> <li>■ KY Vocational Teacher Certification</li> <li>■ Three years successful teaching experience in a career and technical education teaching assignment</li> <li>■ GPA of 3.0 or higher on all completed graduate work</li> <li>■ Candidate signature on program</li> </ul>	<ul style="list-style-type: none"> <li>■ Each term</li> </ul>	<ul style="list-style-type: none"> <li>■ Department faculty</li> <li>■ Office of Teacher Services</li> </ul>
<b>Transition III: Exit</b>			
<ul style="list-style-type: none"> <li>■ Acceptable score on the School Leaders Licensure Assessment and the Kentucky Principal Specialty Test</li> <li>■ Dispositions Scores</li> <li>■ Critical Performance Scores</li> <li>■ GPA</li> <li>■ Field Experiences: <ul style="list-style-type: none"> <li>-Practicum Journal</li> <li>-Professional Portfolio</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ GPA of 3.0 or higher on all required coursework.</li> <li>■ Satisfactory performance toward ISLLC standards</li> <li>■ All dispositions average “At Standard”</li> <li>■ All Critical Performances average or higher score</li> <li>■ Successful completion of field work</li> <li>■ Successful completion of all required coursework</li> </ul>	<ul style="list-style-type: none"> <li>■ Each term</li> </ul>	<ul style="list-style-type: none"> <li>■ Department faculty</li> <li>■ Office of Teacher Services</li> </ul>

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

- Completion of an approved Instructional Leadership - School Principal (All Grades) Certification Only/Rank 1
- 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: \_\_\_\_\_

**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: \_\_\_\_\_  
 Last First Middle/Maiden

WKU ID Number: \_\_\_\_\_

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.

<b>LEVEL I. Administrative</b>	<b>HRS</b>	<b>DATE</b>	<b>TR</b>		<b>HRS</b>	<b>DATE</b>	<b>TR</b>
◆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 5<sup>th</sup> (6<sup>th</sup>) year program may not be counted by states other than Kentucky in determining pay status.

<b>LEVEL II. Professional Certificate</b>	<b>HRS</b>	<b>DATE</b>	<b>TR</b>
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

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  
Career and Technical School Principal – Rank I**

<b>Transition I: Admission to Graduate Studies and Research</b>			
<b>Data Reviewed</b>	<b>Minimal Criteria for Admission</b>	<b>Review Cycle</b>	<b>Reviewed by</b>
<ul style="list-style-type: none"> <li>■ Admission Application</li> <li>■ Transcript Record</li> <li>■ Degrees</li> <li>■ GPA</li> </ul>	<ul style="list-style-type: none"> <li>■ Master’s Degree</li> </ul>	<ul style="list-style-type: none"> <li>■ Fall and Spring</li> </ul>	<ul style="list-style-type: none"> <li>■ Graduate Studies and Research</li> </ul>
<b>Transition II: Admission: Career and Technical School Principal – Rank I</b>			
<ul style="list-style-type: none"> <li>■ Department Admission Application</li> <li>■ GPA</li> <li>■ Degrees</li> </ul>	<ul style="list-style-type: none"> <li>■ KY Vocational Teacher Certification</li> <li>■ Three years successful teaching experience in a career and technical education teaching assignment</li> <li>■ GPA of 3.0 or higher on all completed graduate work</li> <li>■ Candidate signature on program</li> </ul>	<ul style="list-style-type: none"> <li>■ Each term</li> </ul>	<ul style="list-style-type: none"> <li>■ Department faculty</li> <li>■ Office of Teacher Services</li> </ul>
<b>Transition III: Exit</b>			
<ul style="list-style-type: none"> <li>■ Acceptable score on the School Leaders Licensure Assessment and the Kentucky Principal Specialty Test</li> <li>■ Dispositions Scores</li> <li>■ Critical Performance Scores</li> <li>■ GPA</li> <li>■ Field Experiences: -Practicum Journal -Professional Portfolio</li> </ul>	<ul style="list-style-type: none"> <li>■ GPA of 3.0 or higher on all required coursework.</li> <li>■ Satisfactory performance toward ISLLC standards</li> <li>■ All dispositions average “At Standard”</li> <li>■ All Critical Performances average or higher score</li> <li>■ Successful completion of field work</li> <li>■ Successful completion of all required coursework</li> </ul>	<ul style="list-style-type: none"> <li>■ Each term</li> </ul>	<ul style="list-style-type: none"> <li>■ Department faculty</li> <li>■ Office of Teacher Services</li> </ul>

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**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: \_\_\_\_\_  
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WKU ID Number: \_\_\_\_\_

Home Phone \_\_\_\_\_

Address: \_\_\_\_\_

City/State Zip Code

Undergraduate Degree Institution: \_\_\_\_\_ Date: \_\_\_\_\_

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Certification(s) Held & Dates: \_\_\_\_\_

**Instructions:**

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14. Throughout the program, students will be assessed on field experiences and dispositions, through Critical Performances, examinations, and criteria deemed necessary to monitor progress.

<b>LEVEL I. Administrative</b>	<b>HRS</b>	<b>DATE</b>	<b>TR</b>		<b>HRS</b>	<b>DATE</b>	<b>TR</b>
◆EDAD 585 Fund. Sch. Admin.	3			EDAD 682 Sch. Comm. Rel.	3		
EDAD 588 Sch. Bus. Mgmt.	3			EDAD 683 Sem. Curr. Dev.	3		
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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.

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<b>LEVEL II. Professional Certificate</b>	<b>HRS</b>	<b>DATE</b>	<b>TR</b>
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

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