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**CURRICULUM CONTRACT****Business and Marketing Education (Reference #621)****Non-degree seeking Certification in Business and Marketing Education, Grades 5-12****(This program does not lead to a degree)****Admission Requirements:**

To be admitted into an WKU educator preparation program, candidates must meet all minimal criteria described under “Transition Point 1: Admission to Education Preparation Programs.”

CONTENT COURSES (45 HOURS)	HOURS		PROFESSIONAL EDUCATION COURSES (37 HOURS)	HOURS
BE 210	3		EDU 250	3
ACCT 200	3		SPED 330	3
ACCT 201	3		PSY 310	3
ECON 202 OR ECON 203	3		SEC 351	3
BUS 226C OR MGT 200	3		SEC 352	3
FIN 161 OR FACS 310	3		SEC 453	3
			LTCY 421	3
MGT 210	3		SEC 473	3
MKT 220	3		EDU 489	3
BUS 254C	3		SEC 490	10
BE 400	3			
MKT Elective	3			
CIS 243	3			
BE 350	3			
BE 410	3			
BE 486	3			

Mid-Point Assessment Requirements:

To be admitted into the Student Teaching Semester, candidates must meet all minimal criteria described under “Transition Point 2: Admission to Final Clinical Experience.”

Program Completion Requirements:

4. To complete a teacher preparation program, candidates must meet all minimal criteria described under “Transition Point 3: Program Exit.”
5. Note that additional requirements (described below) must be met in order to be recommended for initial certification.
6. Rules and regulations governing the completion of this program of study have been described above and on the next page. By your signature, you are acknowledging that you understand and accept responsibility for meeting these requirements.

Delineation of EPP-Wide Transition Points – Initial Preparation Program

Transition Point 1: Admission to Education Preparation Programs				
Data Reviewed	Minimal Criteria	Review Cycle	Reviewed By	Approved By
Unit Level Data:	Admission to Teacher Education			
<ul style="list-style-type: none"> Documentation of completion of baccalaureate degree in an approved certification area Cumulative GPA CASE test scores Application to include: <ul style="list-style-type: none"> 3 faculty recommendations Physical (including TB test) KY criminal background check Signed KY Code of Ethics 	<ul style="list-style-type: none"> Completion of Application 2.75+ average or above Minimum CASE scores required as defined by current state guidelines (demonstrates Critical Thinking and Communication Skills) 3 positive faculty recommendations (demonstrates their dispositions for teaching indicating their creativity and collaboration skills) Passing physical Passing background checks 	Each Month	Office of Teacher Services	Professional Education Council
Transition Point 2: Admission to Final Clinical Experience				
Data Reviewed	Minimal Criteria	Review Cycle	Reviewed By	Approved By
Unit Level Data	Successful application to Student Teaching			
<ul style="list-style-type: none"> GPA's and at least 90+ hours completed (including 75% of content courses) Completion of required field hours (dependent on current certification status) Completion of Key Assessments Dispositions scores 	<ul style="list-style-type: none"> 2.75+ GPA (overall, major, minor, and professional education courses); C or higher in all professional education courses At least 200 hours documented based on requirements of 16 KAR 5:040 2+ holistic score; 2+ per KTS measured All dispositions average “At Standard” (3+) 	Each Semester	Office of Teacher Services	Professional Education Council
Transition Point 3: Program Exit				
Data Reviewed	Minimal Criteria	Review Cycle	Reviewed By	Approved By
Unit Level Data:	Program Exit			
<ul style="list-style-type: none"> Candidate student teaching Teacher Work Sample scores Dispositions scores 	<ul style="list-style-type: none"> C or Higher 2+ holistic score; 2+ per KTS measured All scores “At Standard” (3+) 	Each Semester	Office of Teacher Services	Certification Officer

To be recommended for initial certification, an applicant must document:

Completion of an approved educator preparation program in each desired certification area; Passing score(s) on the appropriate PRAXIS II and PLT exam(s) or other assessments required for each desired certification area; Achievement of at least a 2.75 GPA overall, in each major and minor, and in professional education courses; Attainment of at least a “C” in all professional education courses, including student teaching.

Remediation Opportunities:

TP 1: Candidates may continue to submit Faculty Recommendations until three are positive.

TP 2: Candidates may request additional instruction from faculty and may resubmit Key Assessments in order to improve their scores.

TP 3: Candidates may request additional instruction from faculty and may resubmit the Teacher Work Sample Key Assessment in order to improve their score. Candidates may repeat student teaching.

EPSB Disclaimer: Teacher certification requirements are subject to change. Before registering for the test(s), please refer to the Education Professional Standards Board (EPSB) website at www.epsb.ky.gov for current requirements or contact the Division of Professional Learning and Assessment at 502-564-4606 or toll free 888-598-7667.

By signing below, the candidate ensures that he or she has been advised of, understands, and agrees to adhere to all program requirements, including assessment requirements, of the program.

Candidate Name (printed):

Education Advisor's Signature/Date:

Signature

Date

Candidate Signature/Date:

Specialization Advisor's Signature/Date (if needed):

Signature

Date

Signature

Date

****END OF CURRICULUM CONTRACT****