



**CURRICULUM CONTRACT**  
**Professional Certificate for Director of Pupil Personnel**  
**Director of Pupil Personnel Level I Certification Only (WKU# 131 EPSB# 10)**

**This program does not lead to a degree.**

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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**

Professional Certificate for Director of Pupil Personnel	
<b>Level I and Rank I</b>	<b>30 hrs</b>
<b>(eligible for Rank I upon completion, KDP1 after passing SLLA)</b>	
EDFN 576 Issues and Trends in Education	3
EDAD 583 Accounting for Pupil Personnel	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
EDAD 686 Principles of Supervision	3
Select one course from the following:	
SPED 516 The Exceptional Child: Perspectives and Issues	3
SPED 533 Seminar: Curriculum for Learning and Behavior Disorders	3
SPED 535 Curriculum for Individuals with Moderate and Severe Disabilities	3

**Delineation of Program Transition Points –  
Director of Pupil Personnel Certification Level I**

<b>Transition 1: Admission to Program</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>• GPA</li> <li>• Degrees</li> <li>• Teaching Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Completed admission application including the following:                             <ul style="list-style-type: none"> <li>○ KY Code of Ethics</li> </ul> </li> <li>• Master’s Degree or Rank 2</li> <li>• Professional teaching certificate</li> <li>• Three years teaching experience</li> <li>• 3.0 or higher GPA</li> </ul>	Fall, Spring, and Summer	<ul style="list-style-type: none"> <li>• Graduate Studies and Research</li> <li>• Department Faculty</li> </ul>
<b>Transition 2: Midpoint Formative Assessments</b>			
<ul style="list-style-type: none"> <li>• Key assessments for 602, 603, 604, 605, and 606</li> <li>• GPA</li> <li>• Dispositions</li> <li>• Clinical Experiences</li> <li>• Transcripts</li> </ul>	<ul style="list-style-type: none"> <li>• 3.0+ GPA</li> <li>• Satisfactory performance toward PSEL standards</li> <li>• All dispositions averaged “At Standard” or above</li> <li>• All key assessments scored at 3 or above</li> <li>• 3.0+/PASS for clinical experiences</li> <li>• 3.0+/PASS for all required courses</li> </ul>	Each semester	<ul style="list-style-type: none"> <li>• Department faculty</li> <li>• Office of Professional Educator Services</li> </ul>
<b>Transition 3: Program Completion</b>			
<ul style="list-style-type: none"> <li>• GPA</li> <li>• Dispositions Scores</li> <li>• Key Assessment Scores</li> <li>• Clinical Experiences</li> <li>• Transcript</li> </ul>	<ul style="list-style-type: none"> <li>• 3.0+ GPA</li> <li>• Satisfactory performance toward PSEL standards</li> <li>• All dispositions averaged “At Standard” or above</li> <li>• All key assessments scored at 3 or above</li> <li>• 3.0+/PASS for clinical experiences</li> <li>• 3.0+/PASS for all required courses</li> </ul>	Each semester	<ul style="list-style-type: none"> <li>• Department faculty</li> <li>• Office of Professional Educator Services</li> </ul>

**Recommendation for Certification:**

- Candidates must complete all Level I program requirements and pass the appropriate SLA exam to be recommended for Level 1 Certification (KDP1).

**EPSB Disclaimer:** 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](http://www.epsb.ky.gov) for current requirements or contact the EPSB 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:**

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**Candidate Signature/Date:**

**Specialization Advisor’s Signature/Date  
(if needed):**

Signature

Date

Signature

Date

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