Director of Pupil Personnel (P-12) Certification Only - Non Degree
Curriculum Contract

Last Name  First  Maiden/Middle  ID #

Certificate or Licensure Area already attained  State of Certification  State of Residence

E-mail  Advisor

Initial Area of Certification  Admit Date (EPSB)  Admit Date (academic)

ADMISSION CRITERIA:
To be considered for admission to the Director of Pupil Personnel certification non-degree program, an applicant must provide evidence of the following:

1. Application to NKU as a graduate student as non-degree or other appropriate leadership program. Application fee (application fee waived for former graduates)
2. Copy of professional teaching certificate showing Rank II or Rank I and principal Level I and II administrative certification.
3. For admission solely to Option 6 Director of Pupil Personnel Level II certification only candidate must have teaching certificate meeting these requirements in addition to containing the Director of Pupil Personnel Level I P-12 certification
4. Copy of professional teaching certificate showing successful completion of three (3) years full-time documented teaching experience in a school which meets the state performance standards as established in KRS 156.160.
5. Official transcripts indicating a Master’s degree from an accredited institution with a GPA of at least 3.0 on 4.0 scale. One transcript must show completion of an educational leadership degree for principal preparation. Official transcripts sent from every institution previously attended.

CURRICULUM CRITERIA:
The program requirements for the Professional Certificate for School Leadership-Director of Pupil Personnel include completion of a minimum of 12 semester hours, and must include the following courses or equivalent substitute courses as approved by the Educational Leadership Programs:

CERTIFICATION and PRAXIS INFORMATION
Once program coursework is completed, candidate must submit CA-1 form** with other required documents to the CSWL Graduate Office (MP building) in order to receive any of the following or all of the following (contingent on the certifications candidate is eligible to receive recommendation for): Director of Pupil Personnel Certification.

ADDITIONAL CERTIFICATION INFORMATION
All applications for administrative certifications or Rank change based on enrollment in or completion of graduate program must be signed off on by the institution of higher education the program was completed at.
Please contact the graduate coordinator or Educational Leadership Program Director for information. If requesting certification or licensure in a state other than Kentucky please consult the Department of Education or Professional Education Board for the respective state.

**Certifications are not automatic and must be initiated by the student. Forms and processes of application for certification from Kentucky Education Professional Standards Board (KYEPSB) are subject to change. For the most current application forms or processes go to the KYEPSB website (http://www.epsb.ky.gov) Contact the CSWL graduate office for additional information on university recommendations for certification.

*No Praxis exams are required at this time for Director of Pupil Personnel Certification.

*Requirements and passing scores for teacher certification are subject to change. For the most current PRAXIS II testing requirements, go to the KYEPSB website (http://www.epsb.ky.gov) If you are certified/licensed or requesting certification/licensure in another state please check with your Department of Education or Professional Education Board for your state testing regulations.
## CURRICULUM

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Grade</th>
<th>Semester/Year</th>
<th>Substitution/equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 718</td>
<td>Education Leader as Practitioner</td>
<td><strong>3</strong></td>
<td>_____</td>
<td>______________</td>
<td>________________________</td>
</tr>
<tr>
<td>EDA 720</td>
<td>Pupil Personnel Accounting</td>
<td><strong>3</strong></td>
<td>_____</td>
<td>______________</td>
<td>________________________</td>
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</tbody>
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Six (6) hours of coursework based on evaluation of candidate by program director. Courses selected will strengthen the candidate’s knowledge and understanding of students, families, issues, policies, etc.

| __   ___ | ________________ | __3__ | _____ | ______________ | ________________________ |
| __   ___ | ________________ | __3__ | _____ | ______________ | ________________________ |

Practical Courses (any courses approved by program director may be used)

- COU 594 – The Mindful Helping Professional
- EDA 649 – School System Administration
- EDS 570 – Working with Families of Students with Disabilities
- SWK 570 – Juvenile Suicide, Bullying & Cyberspace
- SWK 594 – Trauma Informed Care

### EXIT CRITERIA:
- Completion of all coursework listed for Director of Pupil Personnel with minimum 3.0 GPA.
- Satisfactory performance meeting Interstate School Leaders Licensure Consortium (ISLLC) Standards and Technology Standards for School Administrators (TSSA).
- Signed curriculum contract(s) for Director of Pupil Personnel certification.
- Signed Codes of Ethics for Kentucky School Personnel and College of Education and Human Services.
- Submission of appropriate CA-1 form and other documents to NKU’s CSWL Graduate Office (MP 295).

### Signatures Required Below

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Date</th>
<th>Student</th>
<th>Date</th>
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</thead>
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