BALL STATE UNIVERSITY
DEPARTMENT OF SPECIAL EDUCATION
DIRECTOR OF EXCEPTIONAL NEEDS LICENSE
www.bsu.edu
Introduction to the Directors License

• Thank you for considering Ball State University for your graduate work related to the director of exceptional needs licensure. You may also consider the option to do the masters degree (Master of Arts M.A.) in special education with the director of exceptional needs licensure.

  • Out of state residents should discuss program requirements for the director of exceptional needs license with your state’s board of education prior to beginning this program. Completion of this program does not ensure licensure in other states.

• This PowerPoint contains information related to both options and focuses on applying to the graduate school, obtaining a masters degree, pursuing a license in special education with a focus on administration and the director of exceptional needs, obtaining a licensing evaluation, and registering for classes.
Initial Steps in the Process

There are two options to obtain the director of exceptional needs license:

1. Director of exceptional needs licensure only
   - Previous master’s degree is required to obtain this license addition. Prior courses will be reviewed in the license evaluation to determine your personal plan of study.
   - 36 hours (depending on evaluation)
   - See attached PDF: DIRECTOR OF EXCEPTIONAL NEEDS LICENSING PROGRAM (K-12)

2. Master of arts degree in special education with the director of exceptional needs licensure
   - 36 hours required for director’s license (previous coursework will be reviewed in the license evaluation to determine personal plan of study)
   - 30 hours required for MA (at least 15 hours in SPCE including SPCE 636: Research in Special Education)
   - Graduate courses taken for the director’s license can be applied towards hours required for MA. Undergraduate courses applied to director’s license cannot be applied towards MA.
   - Degree must be completed within a maximum of six years.
Application Process

1. **Apply** to the graduate school.

   - *Director of exceptional needs licensure only candidates* will submit one application. The cost is $25.

   - *MA in SPCE with director of exceptional needs licensure candidates* will submit one application for the MA in SPCE ($60) and one application for the director’s license ($25).

   - If you have questions about the graduate school application, please contact the graduate school at 866-285-GRAD.
Application Process

2. Submit a license evaluation.

- *Out of state residents should discuss requirements for the director of exceptional needs license with their state’s board of education prior to beginning this program. Completion of this program does not ensure licensure in other states.*

- Please mail or fax the following documents to the Office of Teacher Education Services (OTES). The address is Ball State University, Office of Teacher Education Services, Teachers College 205, Muncie, IN 47306, ATTN Mary Hess. The fax number is 765-285-2854.
  - Payment*
  - Photocopy of your transcripts
  - Photocopy of your teaching license
  - A letter verifying the required minimum years teaching experience in an accredited school or schools if applicable (contact Mary Hess for details)
  - A cover letter indicating you are requesting an evaluation of your transcripts for the director of exceptional needs license.

* Please note that there is a $35.00 fee for each license evaluation begin requested by a non-BSU alumni. The check should be made out to Ball State University and submitted along with your documents at the time of your request. The $35.00 processing fee is required for each licensure area being requested. For example, if you request a license evaluation for intense intervention and the director of exceptional needs, you would be required to submit $70.00.
Master’s Degree Requirements

To be admitted to pursue a master’s degree, a student must meet the following minimum criteria:

1. Hold an earned bachelor’s degree from a college or university that is accredited by its regional accrediting association.
2. Have one of the following:
   - An undergraduate cumulative grade-point average of at least 2.75 on a 4.0 scale.
   - A cumulative grade-point average of at least 3.0 on a 4.0 scale in the latter half of the baccalaureate.

Note. Students who do not meet the conditions listed above may be eligible for probationary admission, provided that they have a minimum cumulative GPA of at least 2.5 and attained acceptable scores (45th percentile or higher on verbal and quantitative) on the Graduate Records Examination (GRE). Students admitted on a probationary status must earn a minimum GPA of 3.0 in 9 semester hours of graduate work approved in advance by the chairperson of the major department and the graduate dean. Upon the successful completion of these requirements, a student admitted under probationary status will be eligible to assume regular graduate student status.
Director of Exceptional Needs License

- Required Coursework

The Director of Exceptional Needs required coursework focuses on specific courses in Educational Leadership (EDAD) and Special Education (SPCE). Candidates may have previous coursework count toward the required courses for this license. This is only determined through an OTES license evaluation. The course work is geared toward school administration and focuses on administration of programs in special education.

EDAD - 600, 684 or 685, 687, 689
SPCE - 637, 639, 687, 677 or CPSY 600, 694
Choice: SPCE - 577, 600, 612, 631, 632, 686 or SPAA 543

See PDF: DIRECTOR OF EXCEPTIONAL NEEDS LICENSING PROGRAM (K-12) REPA

You will find a complete list of licensure courses including course descriptions and prerequisites in the Ball State University Graduate Catalog. The catalog also contains graduate school rules and policies.
1. SPCE 694 the Internship in Special Education Administration is a required internship for the BSU Director of Exceptional Needs license. This course is taken at the end of the candidate’s program of study.

2. Candidates are to contact Dr. Michael Harvey at mwharvey@bsu.edu for permission to register for SPCE 694 the semester before they plan to take the internship.

3. Director of Exceptional Needs candidates Do Not take the EDAD 694 internship – this is specific to the principalship.

Note. The Director of Exceptional Needs License is available to candidates who meet the Indiana Department of Education (IDOE) license requirements as specified in REPA rules or for those out-of-state candidates please check to see if your state’s DOE will accept the BSU program requirements for licensure in their home state. Please see OTES Director of Exceptional Needs transcript review program sheet and accompanying documentation.
BSU Distance Education Classes

• You will need both a BSU username and password to submit your registration online through Self-Service Banner (SSB). You will receive your username and password from the graduate school when you are notified of your acceptance. If you do not have these identifiers at the time you are notified, please contact the help desk for assistance. The SSB link is my.bsu.edu and this tutorial will provide detailed instructions for registration.

• For courses requiring permission, please email one of the graduate advisors (Bonnie Krupa, Beth Hawke or Amy Chamberlain) with your request. Include your BSU ID number, the course, and the semester you’d like to take the course. Your BSU ID number can be found in the personal information tab of SSB.

• Note: You will not have access to your course information in Blackboard until the first day of the semester.
IDOE License Process

- At the time of licensure, you must have:
  - a master’s degree (in conjunction with this program or a previous degree)
    - Note: Students who wish to complete this program as a master’s degree and a licensing program combined must meet all admission criteria for a master’s and be accepted through the Graduate School and Department of Special Education. Completion of courses on your licensing plan of study will not guarantee a master’s degree will be granted unless you have been accepted into the master’s degree program and complete all requirements of degree.
  - a proficient practitioner, accomplished practitioner or standard grade license (with 2 years of verifiable full-time teaching experience in Special Education in an accredited school) with one of the following:
    - a content area in communication disorders
    - a content area in exceptional needs
    - a building level administrator content area
    - a content area in school psychology and two years of full-time experience as a school psychologist
  - proof of valid certification in CPR, AED, Heimlich maneuver, and suicide prevention training
  - met any additional requirements as outlined in Indiana’s current licensure law (REPA).
- Candidates will need to work with the Office of Teacher Education Services at Ball State University to obtain their directors license. Contacts at OTES are Ms. Jane Thomas jthomas@bsu.edu, certification advisor, or Mrs. Mary Hess mhess@bsu.edu, licensing coordinator, Office of Teacher Education Services at Ball State University (765-285-1168).
- The Indiana Department of Education has additional information regarding certification and licensing. http://www.doe.in.gov/licensing
For Additional Contact Information

DEPARTMENTAL

Department of Special Education
- www.bsu.edu/spced
- 765-285-5700

Director of Exceptional Needs License Advisor
- Questions, course information, sequencing
- Michael Harvey mwharvey@bsu.edu
  - 765-285-5715

Graduate Advising in Special Education
- Registration, scheduling, transfer credit
- Bonnie Krupa bjkrupa@bsu.edu
  - 765-285-7661
- Beth Hawke eahawke@bsu.edu
  - 765-285-3454
- Amy Chamberlain achamberlain@bsu.edu
  - 765-285-3454

RESOURCES

Graduate Catalog (pdf)
- Course descriptions, prerequisites, policies, transfer limits

Self-Service Banner (SSB)
- Registration, course availability, student profile information, schedule, unofficial transcript
  - http://my.bsu.edu

Application for Graduation (MA only)
For Additional Contact Information

OFFICES and DEPARTMENTS

Bursar’s Office
• Tuition, payment
• www.bsu.edu/bursar
• 765-285-1643

Dept. of Educational Leadership
• EDAC courses, information
• Nancy Richardson nrichardson2@bsu.edu
• 765-285-0590

Graduate School
• Application, admission
• www.bsu.edu/gradschool
• 866-285-4728

Help Desk
• Technology questions, username/password set up, webmail, blackboard
• www.bsu.edu/helpdesk
• 765-285-1517

Office of Teacher Education Services (OTES)
• Licensing evaluation, licensing application
• Mary Hess mhess@bsu.edu
• Jane Thomas jthomas@bsu.edu
• www.bsu.edu/teachers/otes
• 765-285-1168

Online and Distance Education
• Registration tutorials, information
• www.bsu.edu/distance
• 800-872-0369

Registrar’s Office
• Official transcript, registration time tickets
• www.bsu.edu/registration
• 765-285-1722

Scholarships and Financial Aid
• Financial aid questions
• Ginger Veach gveach@bsu.edu
• www.bsu.edu/finaid
• 765-285-8918

Technology Store
• Student discounts on computer products
• www.bsu.edu/technologystore
• 765-285-4104
Thank you for your interest in the Director of Exceptional Needs license in the Department of Special Education at Ball State University. Please feel free to contact us. We welcome the opportunity to assist you in any way with the application process and we look forward to receiving your application materials!