Dear Prospective Director of Exceptional Needs License Candidate:

Thank you for considering Ball State University for your graduate work related to the director of exceptional needs licensure program. This document contains information related to options and focuses on applying to graduate school, obtaining a master’s degree, pursuing a teaching license in special education with a focus on the director of exceptional needs licensure program, and obtaining a licensing evaluation.

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 license evaluation)

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 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.

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.

After deciding on the option, you must (1.) apply to the Graduate School and (2.) submit a license evaluation to determine courses required for the Indiana license. Additional information and instructions can be found in this document. Once you receive your license evaluation, you can contact me, Bonnie Krupa, if you have any questions about the director of exceptional needs program.

Again, thank you for considering Ball State.

Sincerely,

Bonnie Krupa

Bonnie Krupa
Department of Special Education
Director of Exceptional Needs License Advisor
PROSPECTIVE CANDIDATES

GRADUATE SCHOOL ADMISSIONS REQUIREMENTS

Candidates must meet the following minimum criteria to be considered for admission by the Graduate School and Department of Special Education:

1. Hold an earned bachelor’s degree from a college or university that is accredited by its regional accrediting association.

2. Licensure only candidates: hold an earned master’s degree from a college or university that is accredited by its regional accrediting association. Meet IDOE Director of Exceptional Needs licensing requirements.

   MA in SPCE with director of exceptional needs licensure candidates: an undergraduate cumulative grade-point average of at least 2.75 on a 4.0 scale or a cumulative grade-point average of at least 3.0 on a 4.0 scale in the latter half of the baccalaureate.

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.

GRADUATE SCHOOL APPLICATION - REQUIRED

Licensure only candidates:
You will submit an application to the graduate school.

Enter your personal information and select:
- licensure only applicant type
- yes*
- online and distance licensures
- Director of Exceptional Needs
- term you’d like to begin

Continue to complete your information and apply. The fee is $25. If your master’s degree is from an institution other than Ball State, you will need to submit official transcripts.

MA in SPCE and director of exceptional needs licensure candidates:
You will submit two applications to the graduate school.

1. Enter your personal information and select:
   - degree seeking
   - yes*
   - online and distance degree programs
   - Special Education (MA)
   - term you’d like to begin

   Continue to complete your information and apply. The fee is $60. If your undergraduate degree is from an institution other than Ball State, you will need to submit official transcripts.

2. Return to the application page and follow the instructions above for the licensure only candidates. By doing so, you will add this license to your MA in SPCE application. This application fee is an additional $25.

*Although the application states all courses will be taken online, you may register for on campus courses when offered if you prefer. SPCE 677 is not an on-campus option available in the Director of Exceptional Needs program.

LICENSE EVALUATION - REQUIRED

**Out of state residents should discuss 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.**

You must obtain a license evaluation prior to beginning coursework. 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.
1. Payment*
2. Photocopy of your transcripts
3. Photocopy of your teaching license
4. A letter verifying the required minimum years teaching experience in an accredited school or schools if applicable (contact Ms. Mary Hess for details)
5. Include a cover letter indicating you are requesting an evaluation of your transcripts for the director of exceptional needs license.

*Please note that there is $35.00 fee for each license evaluation being 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.

OTES will evaluate your documentation and create your personalized licensure plan of study, a list of courses required for you to earn your license. Previous coursework (graduate and undergraduate) will be considered in the creation of your plan. Once you receive your plan, please contact Bonnie Krupa for advising purposes. This is especially important if you decide to work towards your master’s degree at the same time as licensure or if you are an out-of-state candidate.

To begin working towards licensure, you must meet admission standards and be admitted to the Graduate School and Department of Special Education.

**MASTERS DEGREE IN SPECIAL EDUCATION**

You may work on your master’s degree while completing the licensure plan of study. The graduate courses on your plan can be applied to the master’s degree. To begin working towards your master’s degree, you must meet admission standards and be admitted by the Graduate School and Department of Special Education.

The MA in SPCE degree requires a minimum of 30 hours of graduate credit, including a research course (SPCE 636). A minimum of 15 of the 30 credit hours must be special education (SPCE) courses. However, you may elect to take more than 15 hours in special education. You must complete all requirements within 6 years or less. Transfer credit used to meet degree requirements are also subject to the 6 year time limit.

**TRANSFER CREDIT**

Up to 9 hours of graduate coursework could be transferred towards the master’s degree. A grade of B or better is required in order to be transferred. Grades do not transfer and will not be included in your GPA at Ball State. All coursework must have been completed within the time limit of six years allowed to complete a Ball State master’s degree. No credits earned on any previous graduate degrees will be eligible for transfer to a Ball State master’s degree.

**LICENSURE**

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).

**CRITICAL INFORMATION**

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. Candidates are to contact Bonnie Krupa at
bjkrupa@bsu.edu for permission to register for SPCE 694 the semester before they plan to take the internship. 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.

## CONTACTS

### DEPARTMENTAL

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<tr>
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<th>Director of Exceptional Needs License Advisor</th>
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<tr>
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<td>Questions, course information, sequencing</td>
</tr>
<tr>
<td></td>
<td>Bonnie Krupa <a href="mailto:bjkrupa@bsu.edu">bjkrupa@bsu.edu</a></td>
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### OFFICES AND DEPARTMENTS

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<td><a href="http://www.bsu.edu/bursar">www.bsu.edu/bursar</a></td>
<td><a href="http://www.bsu.edu/distance">www.bsu.edu/distance</a></td>
</tr>
<tr>
<td>765-285-1643</td>
<td>800-872-0369</td>
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<tr>
<th>Dept. of Educational Leadership</th>
<th>Registrar’s Office</th>
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<tr>
<td>EDAC courses, information</td>
<td>Official transcript, registration time tickets</td>
</tr>
<tr>
<td>Nancy Richardson <a href="mailto:nrichardson2@bsu.edu">nrichardson2@bsu.edu</a></td>
<td><a href="http://www.bsu.edu/registration">www.bsu.edu/registration</a></td>
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<tr>
<td>765-285-0590</td>
<td>765-285-1722</td>
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<td>Financial aid questions</td>
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<tr>
<td><a href="http://www.bsu.edu/gradschool">www.bsu.edu/gradschool</a></td>
<td>Ginger Veach, <a href="mailto:gveach@bsu.edu">gveach@bsu.edu</a></td>
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<tr>
<td>866-285-4728</td>
<td>765-285-8918</td>
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<tr>
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<td>Technology questions, <strong>username/password</strong> set up, webmail, blackboard</td>
<td>Student discounts on computer products</td>
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<tr>
<td><a href="http://www.bsu.edu/helpdesk">www.bsu.edu/helpdesk</a></td>
<td><a href="http://www.bsu.edu/technologystore">www.bsu.edu/technologystore</a></td>
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<tr>
<td>765-285-1517</td>
<td>765-285-4104</td>
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<tr>
<th>Office of Teacher Education Services (OTES)</th>
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<tbody>
<tr>
<td>Licensing evaluation, licensing application</td>
<td>Application for Graduation (MA only)</td>
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<tr>
<td>Mary Hess <a href="mailto:mhess@bsu.edu">mhess@bsu.edu</a></td>
<td></td>
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<tr>
<td>Jane Thomas <a href="mailto:jthomas@bsu.edu">jthomas@bsu.edu</a></td>
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<td><a href="http://www.bsu.edu/teachers/otes">www.bsu.edu/teachers/otes</a></td>
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<tr>
<td>765-285-1168</td>
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### RESOURCES

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<tr>
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<th><strong>Self-Service Banner</strong> (SSB)</th>
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<tr>
<td>Course descriptions, prerequisites, policies, transfer limits</td>
<td>Registration, course availability, student profile information, schedule, unofficial transcript</td>
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<tr>
<td>Application for Graduation (MA only)</td>
<td><a href="http://my.bsu.edu">http://my.bsu.edu</a></td>
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http://my.bsu.edu
## CURRENT STUDENTS

Once you have received your license evaluation plan of study and been accepted to Ball State, you may begin working on your coursework by following the plan of study outlined to meet the requirements for the director’s license. If you are working on the master’s degree as well, please remember that you will need to take SPCE 636 and that any undergraduate courses that were applied towards the 36 hour requirement for the directors license DO NOT count as graduate credits toward the master’s degree. Please contact Bonnie Krupa if you have any questions about the director of exceptional needs program.

## COURSE REQUIREMENTS

Please review the following course descriptions, prerequisites, and semesters in which courses are generally offered. Course offerings are based on several factors and may deviate from semesters listed.

Director of Exceptional Needs Licensing Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Offered</th>
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</table>
| EDAD 600 | Introduction to Educational Leadership (3) | Offered Every Semester | | Examines purposes and organizational structures of educational institutions created by federal, state, and local governments offering programs and services from early childhood through adulthood. Contemporary operational and administrative problems, developing trends, etc., are considered for analysis.
  - Prerequisite: to be taken within the first 9 hours of the educational leadership program. |

Choose one course:

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<tr>
<td>EDAD 684</td>
<td>Educational Finance and Ethics (3)</td>
<td>Offered Every Semester</td>
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| EDAD 685 | Fiscal Management of Educational Agencies (3) | Offered Fall & Summer | | Basic concepts of fiscal management, procedures, and practices in educational institutions at all levels. Intensive study of budgeting and accounting as tools for planning and controlling educational operations.
  - Prerequisite: EDAD 684 or equivalent or permission of the department chairperson. |

EDAD 687 Legal Aspects of Education (3) | Offered Fall | An advanced course in school law with special attention to research in legal aspects of educational administration. |

EDAD 689 | The School Principal (3) | Offered Every Semester | | Provides overview of this key position. Analyzes/investigates roles and functions of principalship. Emphasis on linking theory to practice, facilitating transition to leadership position, and development of appropriate skills and attitudes. Leadership and management will be addressed. Theoretical concepts and practical illustrations are used to expand insights into the issues facing the school principal. |

SPCE 637 | Organization & Administration of Special Education (3) | Offered Spring | | Programs in special education in Indiana and other states. Special inquiry into Indiana law and current practices pertaining to the establishment and supervision of special education programs. |

SPCE 639 | Special Education Administration and Organizational Behavior (3) | Offered Summer | | This course prepares students to effectively manage and organize the administration of special education. Course content enables students to make informed decisions concerning organizational behavior within special education programs and services. Systems approaches to best practice and application of organizational theory related to public policy and educational administration are explored.
  - Prerequisite: SPCE 600; permission of the department chairperson. |

SPCE 687 | Educational Assessment: Mild Interventions (3) | Offered Every Semester | | Academic assessment of learning problems using standardized and informal techniques. Requires assessment of individual pupils and written report of findings.
  - Prerequisite: SPCE 686; admission into the teacher education program, Teachers College selective retention standards. |

Choose one course:

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<tr>
<td>SPCE 677</td>
<td>Teaching Parents to Educate Their Exceptional Child (3) - Preferred for Directors program</td>
<td>Offered Summer</td>
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<tr>
<td>CPSY 600</td>
<td>Introduction to School Counseling</td>
<td>Offered Fall</td>
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</table>
Choose three courses:

**SPCE 577 Introduction to Students with Intense Intervention Needs (3)**
Offered Fall

- Designed to improve conversational skills in American Sign Language to a functional level for expressive and receptive use in educational and other settings. Introduction to issues related to deaf culture.
  - Prerequisite: SNLN 251 or 551; permission of the department chairperson.
  - Not open to students who have credit in SNLN 252.

**SPCE 600 Education of Exceptional Children (3)**
Offered Spring & Summer

- The basic course in the graduate sequence for teachers who wish to specialize in any one of the branches of special education. Stresses findings concerning the unique psychological and educational problems of exceptional children.

**SPCE 612 Theory & Practice in Early Childhood Special Education (3)**
Offered Spring & Summer

- Foundations of early intervention will be discussed, as well as issues related to legislation, service delivery models, family involvement, transition, and typical/atypical development.

**SPCE 631 Computer Technology and the Learner with Special Needs(3)**
Offered Spring & Summer

- Study of computers hardware and software as it relates to learners with special needs. Topics include using adaptive hardware and software to enable computer access, customizing curriculum content, and making assistive technology decisions.

**SPCE 632 Introduction to Emotional and Behavioral Disorders (3)**
Offered Summer

- Introduction to the history of educating children and youth with emotional and behavioral disorders, problems of defining, assessing, and treating emotional and behavioral disorders; and types and causes of behavior and learning problems.
  - Prerequisite: SPCE 201, 600, or permission of the department chairperson.

**SPCE 686 Introduction: Mild Interventions (3)**
Offered Every Semester

- Characteristics, state and federal laws, informal assessment, and effective teaching techniques for students needing mild interventions.
  - Prerequisite: SPCE 600; admission to the teacher education program; Teachers College professional education requirements.

**SPAA 543 Introduction to Audiology (3)**
Offered Spring & Summer

- Overview of the anatomy and physiology of hearing, hearing disorders, hearing assessment, and hearing screening.
  - Prerequisite: SPAA 161, 260 or 560.
  - Not open to students who have credit in SPAA 343.

**SPCE 694 Internship in Special Education (3)**
Offered Fall & Spring

- Assignment to professional settings for advanced-degree students performing jobs under the direction of local and college supervisors. Settings include single or multi-categorical exceptionalities and instructional, supervisory, and administrative roles in special schools, clinics, agencies, and public schools.
  - Prerequisite: permission of the department chairperson.
  - NOTE: This should be taken in your final semester.

**SPCE 636 Research in Special Education (3)**
Offered Every Semester

- Investigation, summary, and interpretation of research in special education. Each student will write and submit a research report to fulfill course requirements.
  - Prerequisite: SPCE 600 or equivalent.

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**COURSE SEQUENCING (SUGGESTED)**

*Complete Three Courses:* This is a good starting point. This will assist in meeting the requirements and provide additional background information in the area of special education. If SPCE 687 is on your plan of study, SPCE 686 is a prerequisite of 687. If SPCE 686 is on your plan of study, start with it. It can be counted in this area.

*EDAD:* It is recommended that candidates begin with EDAD 600 and progress through EDAD 684 or 685, 687 (EDAD 686 can be a substitution with permission if necessary), and complete with EDAD 689. For more information regarding the scheduling of EDAD courses, please contact Nancy Richardson.

*SPCE:* It is recommended that candidates begin with SPCE 687, SPCE 637, and progress through to SPCE 639 and SPCE 677, and complete the licensing coursework with SPCE 694. Keep in mind that 686 is a prerequisite of 687 and 694 must be taken in the final semester. Other SPCE courses can be taken in any sequence. For more information regarding the scheduling of SPCE courses in the directors program, please contact Bonnie Krupa.

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**COURSE REGISTRATION**

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.

**TEXTBOOKS**

Once you have registered for courses, you can view and order the required textbooks through SSB. View your schedule under the student tab of SSB, and click on view/order textbooks. You may purchase your textbooks through the Ball State Bookstore or the vendor of your choice.

**TRANSCRIPTS**

You must request an official copy of your transcript; you will not automatically receive one upon completion of your degree. If you are a current student, there is no cost for ordering transcripts that are sent via regular postal mail. During your last semester of coursework, you may request a transcript(s) that will include your final grades and degree date by specifying “hold for degree” and “hold for grades.”

**COMPLETION**

*License only candidates:*

Please contact Mary Hess for licensing information.

*MA in SPCE and director of exceptional needs license candidates:*

You will need to apply for graduation for your degree (30 hours including SPCE 636) and contact Mary Hess for licensing information. The graduation application deadline is very early in your final semester. You will receive your diploma in the mail a few weeks after graduation.

**LICENSURE**

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).