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 learners licensure.

• 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

• You will first need to decide if you are going to pursue only the license for Director of Exceptional Needs or also complete the master’s degree with the Directors license option.
  • See attached PDF: DIRECTOR OF EXCEPTIONAL NEEDS LICENSING PROGRAM (K-12) REPA (Critical Information)

• The Director of Exceptional Needs license requires 36 credit hours.
  • Candidates may have met some course requirements based on your transcript evaluation.

• The master's degree requires a minimum 30 hours of graduate credit. Your licensing graduate courses can apply toward these 30 hours. You will need to complete SPCE 636 Research in Special Education. This course is required. A minimum 15 of the 30 hours must be in a major (courses with a SPCE prefix); however, the student may elect to take more than 15 hours in special education. You have 6 years to complete all degree requirements.
Application Process

• Either choice (directors license or directors license with the master’s degree), you will need to apply to the BSU Graduate School at www.bsu.edu/gradschool/admissions.

• If you wish to work on the master’s degree while you are completing the “licensing plan of study,” the graduate courses listed on your licensing plan will apply toward the degree.

• Please contact the Graduate School Office www.bsu.edu/gradschool/admissions/ to submit your application.

• If you have any questions about the application process, contact Mrs. Ann Bivens abivens@bsu.edu Graduate School Admissions Office 1-866-285-GRAD ext. 1285.
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 $20. If your master’s degree is from an institution other than Ball State, you will need to [submit official transcripts](#).
Graduate School Application – Required

MA in SPCE and director of exceptional needs licensure candidates:

- You will submit two applications to the graduate school.
- 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.
- 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 $20.
OTES Transcript Evaluation Process and Fees

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 Amy Gough. 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 Ms. Amy Gough for details)
- 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 Address and Contact Information

• You may fax or mail these items to Mrs. Amy Gough. The fax number for The Office of Teacher Education Services is (765) 285-2854 and the mailing address is Ball State University, Office of Teacher Education Services, Teachers College 205, Muncie, Indiana 47306

• Mrs. Amy Gough aigough@bsu.edu, licensing coordinator, or Ms. Jane Thomas jthomas@bsu.edu, certification advisor.

• You will find a complete list of the licensure courses including the pre-requisites in the Ball State University Graduate Catalog found at www.bsu.edu/gradschool.

• Consult the GRADUATE CATALOG www.bsu.edu/gradschool/catalog regarding course descriptions, course prerequisites, transfer limits, graduate school rules and policies.
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.

*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 transcript review. 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
BSU Distance Education Classes

- All of the EDAD and SPCE courses are offered through distance education.
- You will need a **USERNAME** and **PASSWORD** to complete your registration online. These should have been issued to you once you were admitted to pursue the master’s degree or license by the Graduate School Office and your academic department. If you have not received your username and password, contact Bonnie Krupa, bjkrupa@bsu.edu and she can connect you with the help desk to get those credentials.

- Internet courses consist of taped lectures/informational segments presented as mini-lectures for Web-based courses. These courses are not scheduled for a precise time and may be accessed at any time day or night. They have a limited enrollment of 20-25 students.
Critical Information

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 Bonnie Krupa at bjkrupa@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.
IDOE License Process

• At the completion of the Director of Exceptional Needs license program, 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. Amy Gough, ajgough@bsu.edu licensing coordinator, Office of Teacher Education Services at Ball State University (765-285-1168).

• Additional information regarding certification and licensing can be found at the IDOE website at http://www.doe.in.gov/educatorlicensing/
For Additional BSU Graduate School Information:

Ball State University
The Graduate School
Address:
100 West Quad
Ball State University
Muncie, Indiana 47306
Phone:
(765) 285-1297
Website:
www.bsu.edu/gradschool
BSU Special Education Department
Graduate Advisor Information:

Graduate Advising in Special Education
• Registration, scheduling, transfer credit
• Bonnie Krupa bjkrupa@bsu.edu
  765-285-7661
For Additional BSU Special Education Department Information:

- **Address:**
  Department of Special Education
  Ball State University
  Muncie, Indiana 47306

- **Phone:**
  (765) 285-5700

- **Fax:**
  (765) 285-4280

Advisor for the Director of Exceptional Needs License:
Bonnie Krupa
bjkrupa@bsu.edu
765-285-7661
For Additional OTES Information

- **Address:**
  Office of Teacher Education Services  
  Ball State University  
  Muncie, Indiana 47306

- **Phone:**
  (765) 285-1168

- **Toll Free:**
  1-800-382-8540

OTES and Educator Licenses:
Ms. Jane Thomas or Mrs. Amy Gough
jthomas@bsu.edu
ajgough@bsu.edu
For Additional BSU Distance Education Information:

- **Address:**
  Online and Distance Education Program
  Ball State University
  Muncie, Indiana 47306

- **Phone:**
  (765) 285-1581

- **Fax:**
  (765)-285-7161
Director of Exceptional Needs License in Special Education

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!