



This page is for general guidance only.

Students are encouraged to check the [MSU Graduate Catalog](#) for official information.

## Certification Program for Director of Pupil Personnel

### Requirements for Admission\*

Admission to a preparation program approved by the Kentucky EPSB
3.2 or above on all graduate work attempted
A minimum combined score on the verbal and quantitative sections of the GRE of 750 or a 31 raw score (381 - 386 Scaled Score) on the Millers Analogy Test.
A Masters in Education from an accredited college or university and a valid teaching certificate

\*Students not meeting these requirements may apply under the alternative admission plan.

*Students admitted to any educational leadership program after August 1, 2004 will be required to submit an exit portfolio. The portfolio must include artifacts that reflect the student's skills as a leader. Portfolio entries will include work completed as a part of all coursework required for the program as well as artifacts created as a part of the student's professional responsibilities. The educational leadership faculty will assess the portfolio. A total portfolio score of twelve (12) or higher is required for recommendation for certification. The rubric for assessing the portfolio may be obtained from any educational leadership faculty member.*

### [Portfolio Checksheet](#)

### [Portfolio Scoring Rubric](#)

Level 1	Course Title	Credit Hours	Grade	Date Taken
EDIL 601	Introduction to School Leadership & Administration	3		
EDIL 628	School Law and Ethics	3		
EDIL 698	Seminar for Administrators of Pupil Personnel Services	3		
EDSP 601	Survey of Exceptional Children	3		
<b>TOTAL HOURS REQUIRED</b>		<b>12</b>		
<b>Level 2</b>				
EDGC 665*	Philosophy and Practice of School Counseling	3		
EDIL 647	Leadership for School Community Relations	3		
EDGC 661	Measurement Principles and Techniques	3		
<b>TOTAL HOURS REQUIRED</b>		<b>9</b>		

Students admitted to the DPP program prior to August 1, 2005 may take EDGC 656 Introduction to Counseling instead of EDGC 665.

### Program Completion

- √ The student must file for completion at the beginning of their last semester. Forms may be picked up in the Graduate Office.
- √ Students must have at least a 3.2 g.p.a. Three years of full time teaching is required before a certificate may be issued
- √ Students must successfully complete an exit professional portfolio. The portfolio must be submitted within the last six weeks of the semester in which program completion is expected. If a student applies for program completion after Level 1 coursework is completed, an exit professional portfolio IS required at that time. An updated portfolio will then be submitted when Level 2 coursework is completed.

NOTE: Upon completion of Level 1 coursework and submission of successful exit professional portfolio students may apply for the Director of Pupil Personnel, Level 1.