Certificate of Graduate Study / Director of Special Education
Checklist for the Director of Special Education Certificate of Graduate Study (CGS)

A packet containing all admission materials should be sent to Dr. Leslie B. Hecht, Department of Special and Early Education, Gabel Hall 159, Northern Illinois University, DeKalb, IL 60115. Questions may be directed to Dr. Leslie B. Hecht in the Department of Special and Early Education.

Students may be allowed to take only the course work required by the State as indicated on a transcript evaluation and deficiency statement. Students may complete the application form to take course work in the program.

Student check list

Prior to starting course work toward the Director of Special Education Certificate of Graduate Study for the Director of Special Education Endorsement. A completed packet of all materials:

_____ Hold M.S. Degree from an accredited institution*
_____ Apply to the Graduate School as a student-at-large (www.grad.niu.edu) or be part of a degree program at NIU.
_____ Apply to the Department of Special and Early Education for the Director of Special Education Certification of Graduate Study. (Application)
   _____ 3.2 GPA in most recent program. You must provide official transcripts to the Department of Special and Early Education.
   _____ Verification of your current license and endorsements.
   _____ Two or more years of teaching experience, in a special education setting
   _____ Three letters of recommendation citing successful professional experience, positive dispositions, and potential for success as a director of special education. Someone with a Professional Educator license with an endorsement in Director of Special Education, Principal or Superintendent must write at least one of the letters. (Recommendation Letter)
   _____ Application essay addressing the program core values of ethical, visionary leadership. (Application Essay)
   _____ Test of Academic Proficiency (TAP), (Basic Skills, ACT+writing or SAT) Information regarding this exams may be located at www.icts.nesinc.com

*Candidates who do not have an MS degree may be enrolled in a Masters program but will not be recommended for the endorsement until after they receive their degree.

** Candidates must have 2 years of full-time special education teaching, or serving as a school social worker, psychologist or speech language pathologist.
After you have been admitted to the CGS program:

_____ Obtain a copy of the Course Checklist for the Director of Special Education endorsement. Link to program.

Progress in Program, Pre-Clinical:

_____ Each semester you must fill out the Student Application for the Field Internship. 
_____ Meet or exceed all standards-based assessments included in courses and listed in standards matrices.
_____ Meet dispositions requirements as indicated by scores on assessment checklist after 15 credit hours. (Candidate Disposition Assessment Instrument)
_____ Successful completion of content test for the Director of Special Education Content – Area Test (180). Information on this exam may be located at www.icts.nesinc.com.

Date exam completed _________________________

Completion of Program:

_____ Meet Director of Special Education Content Area Standards as evidenced by meeting or exceeding requirements on all standards based assessments included in courses.
_____ Receive “proficient” ratings on submitted portfolio.

To be recommended for the Director of Special Education Endorsement:

_____ Print and complete the application materials for Director of Special Education endorsement and the Gender/Ethnicity form. Please return the forms to the Leslie Hecht, SEED, Northern Illinois University, DeKalb, IL 60115.

Revised 4/14