



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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TO Superintendents  
Directors, Human Resources

FROM Tracy S. Weeks, Chief Academic and Digital Learning Officer  
Academic and Digital Learning

William J. Hussey, Director  
Exceptional Children Division

## LICENSURE REQUIREMENTS FOR EXCEPTIONAL CHILDREN PROGRAM ADMINISTRATORS

Licensure as an exceptional children program director is a supervisory classification. Requirements for the position, outlined in the North Carolina Licensure Manual (2009), include:

- An exceptional children's license
- A master's degree in an exceptional children area or an advanced (sixth year) degree in school psychology
- Three graduate semester hours of credit in each of the following:
  - Administration
  - Curriculum development
  - Supervision
- Praxis – (5411) Educational Leadership: Administration and Supervision. Educational Testing Service (ETS)

### OR

- A master's degree in administration and/or curriculum instruction
- Nine semester hours of course work in exceptional children
- Praxis – (5411) Educational Leadership: Administration and Supervision. Educational Testing Service (ETS)

Regarding licensure renewal, school administrators must earn at least 7.5 renewal credits during each five-year renewal cycle that meet the following requirements:

- 3 renewal credits that align with the expectations of the North Carolina School Executive Standards 2, 4, and 5, focused on the school executive's role as instructional, human resources, and managerial leader.
- 4.5 general credits (not to include years of experience) at the discretion of the LEA, if employed.

Thank you for your attention to these requirements as you recruit and retain Directors of Exceptional Children Programs. If you have any questions, please contact Tom Holahan at 919-807-3596 or [Thomas.Holahan@dpi.nc.gov](mailto:Thomas.Holahan@dpi.nc.gov).

TSW/WJH/TH/wgs

c: Paula Crawford  
Lynne Johnson  
Tom Tomberlin

### EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, *Director* | [bill.hussey@dpi.nc.gov](mailto:bill.hussey@dpi.nc.gov)

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

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