



Director of Special Education and Pupil Services: Online Program for Wisconsin DPI Licensure (Code 80)

All application materials should be addressed to

UW-Eau Claire Continuing Education
Attn: DSEPS Program
PO Box 4004
Eau Claire WI 54702

To ensure consideration, all required application materials must be received in Continuing Education by **March 1st**. Applicants will be notified of acceptance or denial no later than April 15th.

- Letter of application. Please address the following points in the order listed:
 - Please write specifically for admission to the UW-Eau Claire DSEPS Program.
 - Provide specific evidence of your success related to full-time professional employment
 - Provide specific evidence of your leadership experience
 - Provide specific examples of your direct experience working within an academic setting with students with special needs
 - Describe your knowledge of and compliance with IDEA Rules and Regulations
 - Describe your ability to multi-task
- Resume of educational attainment and professional experience in U.S. schools which function under IDEA-2004 Rules and Regulations.
- Official Transcripts *sent directly from the Institutions to the address printed above*
- Photocopy of current licensure document(s)
- Three letters of recommendation (One must be from your current supervisor; One from a previous supervisor, and One from another professional who has observed your work), addressing the following points in the order listed:
 - Written specifically for admission to the UW-Eau Claire DSEPS Program
 - Provides specific evidence of the candidate's success related to full-time professional employment
 - Provides specific evidence of the candidate's leadership experience and potential
 - Provides specific examples of the candidate's direct experience working within an academic setting with students with special needs
 - Describes the candidate's knowledge of and compliance with IDEA Rules and Regulations
 - Describes the candidate's ability to multi-task

School Psychologists:

Wisconsin DPI requires that school psychologists must submit, within application materials, verification that the candidate has completed "three years of successful experience as a school psychologist, including evidence that, at the time of admission, the candidate has completed a minimum of 540 hours of successful classroom teaching experience."

Note: Acceptable teaching experience may include classroom instruction, consultation with classroom teachers, and/or direct work with an individual student. (Time spent in activities such as IEP meetings may not be included within the 540 hours.) This experience can be documented within the letters of reference from relevant school administrators.

Applicants who do not hold a graduate degree in Special Education or School Psychology (e.g., Principals):

An additional letter from an administrator(s) verifying that the candidate has at least three years of experience interacting directly with special education students in an academic setting.

- Applicants whose submitted materials do not comply with the admission requirements will be denied admission to the UW-Eau Claire DSEPS Program.
- The Director of the UW-Eau Claire DSEPS Program reserves the right to contact both identified and non-identified references (e.g., former supervisors, academic advisers). Candidates who do not receive positive feedback from the identified and/or non-identified references will be denied admission to the UW-Eau Claire DSEPS Program.

For further information contact:

DSEPS Program Manager
UW-Eau Claire Continuing Education
Phone: 715-836-4021 or 715-836-3636
(toll free 1-866-893-2423)
Email: aminpojb@uwec.edu