

**CLEAR ADMINISTRATIVE SERVICES
CREDENTIAL PROGRAM**

CREDENTIAL OFFICE, E103

Michael D. Eisner • College of Education
18111 Nordhoff St., Northridge CA 91330-8265

(818) 677-2586
credprep@csun.ed

The **Administrative Services Credential Program** is a graduate program designed for persons who hold an administrative or supervisory position at either a school building or district site. Additional information about this credential is available at www.ctc.ca.gov/credentials/leaflets/cl574c.pdf

The University is committed to the concept that continuous screening and evaluation are necessary to ensure that candidates who complete a program are well prepared to be effective members of the education profession. Candidates may expect to be evaluated on their basic skills, personal qualifications and performance factors in addition to completion of required courses.

ADMISSION TO THE CREDENTIAL PROGRAM IS REQUIRED PRIOR TO ENROLLMENT IN COURSES FOR THE CLEAR ADMINISTRATIVE SERVICES CREDENTIAL.

We welcome your application for admission to the Clear Administrative Services Credential Program. We are sure you will find this program valuable to your career objectives. If you have any questions, please contact the Credential Office at (818) 677-2586.

ADMISSION TO THE CLEAR ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM

The following items must be submitted as a complete application packet to the Credential Office.

APPLICATION The application form is included in this brochure.

TRANSCRIPTS Transcripts showing a baccalaureate degree and all post-baccalaureate work must accompany your application package. These must be official transcripts, in a sealed envelope. Transcripts from CSU Northridge may be official or unofficial. Arrange for the transcripts to be sent to you by the institution so you can submit them to us as part of this package. If applying for admission to CSU Northridge for the first time, an additional set of official transcripts will be required for University admission. A grade point average (GPA) of 2.75 in your last 60 units of coursework is required for admission.

VALID PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL Provide a copy of a valid California credential that authorizes service as an administrator. This must be the Preliminary Credential not a Certificate of Eligibility.

VERIFICATION OF EMPLOYMENT AS AN ADMINISTRATOR Your **supervisor** should complete the attached verification form and return it to you to submit with the application program. You must meet the two years of employment as an administrator while holding an administrative credential requirement to be eligible to be recommended for the credential. Candidates who have met the two years of experience but are not currently employed will be considered under exceptional admission and should contact the Director of the Credential Office.

FEE An application fee of \$25, in the form of a money order or a cashier's check, must accompany your application. This must be made payable to CSU Northridge and is non-refundable. Cash or personal checks will not be accepted.

YOU MUST ALSO APPLY TO THE UNIVERSITY Please note that the Credential Office forms do not constitute application to the University. A separate application for admission to the University must also be submitted to the Office of Admissions and Records according to its application schedule if you are not currently enrolled at the University. On-line applications are available at <http://www.csumentor.edu/>

PROGRAM DESIGN, FIELD EXPERIENCE AND ADDITIONAL PROGRAM REQUIREMENTS

An Individualized Induction Plan shall be jointly developed for each candidate by the Department of Educational Leadership & Policy Studies in consultation with the candidate and the candidate's employing school district.

The approved plan shall become a part of the candidate's Department file and may be revised with the approval of the candidate, the candidate's employing district, and the Department of Educational Leadership & Policy Studies.

Required courses 12 units

ELPS 684	Field Based Leadership	5 units
ELPS 685	Induction Plan	2 units
ELPS 689	Practicum in Educational Administration	3 units
ELPS 695ce	Assessment of Candidate Competency	2 units

CREDENTIAL FILING REQUIREMENTS

- Possession of a valid Preliminary Administrative Services Credential
- Verification of completion of a minimum of two years of successful full-time experience in an administrative position, while holding a valid Preliminary Administrative Services Credential
- Completion of a program approved by CTC.

The term of the Clear Credential is determined by the expiration date of the basic prerequisite credential, but may not exceed five calendar years.

CREDENTIAL REQUEST

Candidates who are completing their professional education requirements at CSU, Northridge may submit their Credential Request during the first few weeks of the final semester of program completion. The Clear Administrative Services Credential will only be recommended by the Credential Office for CTC issuance if you have met the experience requirement. Please request that the employing agency use form CL-41-exp, "Verification of Experience," to verify that experience. This form should be included with the Credential Request and submitted to the Credential Office. This form is available online at www.csun.edu/coe/cred under "forms".

ADVISEMENT

All students **must** receive academic advisement from the Educational Leadership and Policy Studies graduate coordinator as soon as possible. In addition, Credential Staff Advisors are available to assist candidates with general questions about any credential programs. Contact them by calling 818-677-2586 or email them at credprep@csun.edu.



VERIFICATION OF EMPLOYMENT AS AN ADMINISTRATOR
 To be Completed by Employing Agency

1. Personal Information

Applicant's Full Legal Name: _____
First *Middle* *Last*

Social Security Number: _____

2. Employing Agency

Title of Administrative Position: _____

Date Initial Employment in an Administrative Position is to begin (mm/dd/yy): _____

Name of Employing Agency: _____

Mailing Address: _____
Street

_____ *City* *State* *ZIP*

County of Employment: _____ Telephone: (_____) _____

Name of Immediate Supervisor: _____

Position: _____

Approved by:

_____ *Name of Employer or Designee (print or type)* *Title of Employer or Designee*

_____ *Signature of Employer or Designee (print or type)* *Date*

3. Tentative Plan for Developing the Individualized Induction Plan

Mentor Tentatively Assigned to Credential Holder: _____

Position of Mentor: _____

Employing Agency: _____

Agency Tentatively Selected for Development of Individualized Induction Plan and Completion of Professional-level Program:

I am aware that I must develop an Individualized Induction Plan during my first year of employment as an administrator.

_____ *Signature of Applicant* *Date*