

PRELIMINARY
ADMINISTRATIVE SERVICES
CREDENTIAL PROGRAM

CREDENTIAL OFFICE E103

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The Preliminary Administrative Services Credential Program is a graduate program designed for persons who wish to hold an administrative or supervisory position at either a school or district site requiring an Administrative Services Credential. 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. Thus candidates may expect to be evaluated on possession of basic skills, personal qualifications and performance factors in addition to completion of required courses.

ADMISSION TO THE CREDENTIAL PROGRAM IS REQUIRED IN THE FIRST SEMESTER OF ENROLLMENT IN COURSES FOR THE ADMINISTRATIVE SERVICES CREDENTIAL.

We welcome your application for admission to our Administrative Services Credential Program. We are sure you will find this experience valuable to your career objectives.

If you have any questions please do not hesitate to contact the Credential Office at (818) 677-2586. We look forward to assisting you in the timely completion of your credential requirements.

ADMISSION TO THE PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM

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

APPLICATION - The application form is included in this brochure.

TRANSCRIPTS - Transcripts showing a baccalaureate degree and all post-baccalaureate work. These must be official transcripts, submitted 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 your packet. 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 is required for admission to the Credential Program.

RECOMMENDATION - Submit two letters of recommendation from practicing school administrators that indicate you possess administrative and leadership potential.

COPY OF VALID TEACHING OR SERVICES CREDENTIAL - Submit a copy of at least one valid basic teaching or appropriate services credential. This may be a preliminary, professional clear, clear, standard, or general credential.

BASIC SKILLS REQUIREMENT – Show proof of having attempted the Basic Skills Requirement. Those candidates who received their California teaching or services credential based upon another state's basic skills exam may use that exam to satisfy their Basic Skills Requirement. (see the credential office website for options to satisfy the basic skills requirement) Please provide a copy of your attempt/pass as well as the original so that we may verify it. You may also have your district stamp and verify the copy. If you turn in an attempt that is not passing you will need to pass prior to completion of your program.

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 Credential office forms do not constitute application to the University. A separate application for admission to the University must 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 admission permits the candidate to enroll in any course in the program with the exception of ELPS 675 (Decision making Simulation) and ELPS 688 (Fieldwork in Educational Administration) which have prerequisites.

REQUIRED COURSEWORK FOR THE PRELIMINARY ADMINISTRATIVE SERVICES PROGRAM

ELPS 600	Research in Education	3 units
ELPS 650	Contemporary Administrative Leadership	3 units
ELPS 663	Legal Aspects of Educational Administration	3 units
ELPS 664	Business and Financial Aspects of Educational Administration	3 units
ELPS 672	Management of Human Resources	3 units
ELPS 676	School and Community Relations	3 units
ELPS 675	Decision-Making Simulation	3 units
ELPS 681	Organization and Administration of Elementary, Secondary and Special Education	3 units
ELPS 682	Supervision of Curriculum and Instruction	3 units
ELPS 688	Fieldwork (Must be taken with no more than 6 units remaining)	3 units
ELPS 697	Comprehensive Examination	3 units
Total		33 units

NOTE: Any request for waivers, transfers and/or substitutions for the above requirements should be made in writing to the Department Chair and accompanied by documentation.

CLEAR ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM

Consult the brochure concerning the Clear (Tier II) Administrative Services Credential Program available in the Credential Office.

ADMINISTRATIVE FIELDWORK

Fieldwork in Educational Administration is the capstone experience in the Preliminary Administrative Services Credential Program. Upon completion of all coursework the student is considered for admission to the fieldwork program. Such admission is contingent upon: achieving a "B" average in all prescribed courses, having the endorsement of the administrator of the school where the candidate is teaching, and being adjudged a desirable administrative candidate by the Department screening committee.

The "Contract" which the sponsoring administrator executes with the Department commits him/her to provide a definite program of administrative experience for the candidate. The evaluation check sheet, also completed by the sponsoring administrator prior to admission to fieldwork, guides the University supervisor in directing the candidate into experiences that will strengthen his/her weaknesses.

Upon successful completion of Administrative Fieldwork and required coursework, the candidate is normally certified by the Department as being eligible to apply for a Preliminary Administrative Services Credential.

CERTIFICATE or CREDENTIAL Request

Within the first few weeks of your final semester of program coursework, students should submit a "Credential Request" form to the Credential Office for a recommendation to the Commission on Teacher Credentialing (CTC) to issue a Certificate of Eligibility. The Credential Request form is available online at www.csun.edu/coe/cred under "forms". The Certificate verifies eligibility for the Preliminary Administrative Services credential upon employment as an administrator. The Certificate of Eligibility does not authorize the holder to perform any service.

The Preliminary Administrative Services Credential will only be recommended by the Credential Office for CTC issuance if you have been offered and accepted employment as an administrator. Please request that the employing agency use form CL-777, "Verification of Employment as an Administrator," to verify that employment. The form includes a "Tentative Plan for Developing the Individualized Induction Plan" which must be completed by the candidate. 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".

Present CTC requirements for the Certificate of Eligibility or Preliminary Credential include:

- Possession of a valid credential approved by the CTC as appropriate for a basic teaching or services credential for the Administrative Services Credential;
- A minimum of three years of successful full-time service on the basic credential by conclusion of program;
- Completion of a program approved by the CTC; and
- Successful completion of the Basic Skills Requirement (CBEST or other options described on the website)
- Additional requirements for the Preliminary Administrative Services Credential:

Verification of Employment as an Administrator (form CL-777 available online at www.csun.edu/coe/cred under "forms".)

MASTER'S PROGRAM

Since the Master's program in the Department of Educational Leadership & Policy Studies have the same course requirements as the Preliminary Administrative Services Credential, candidates are encouraged to apply to both programs. Admission to the Master's program is made by separate application directly to the Department of Educational Leadership & Policy Studies.

The Master's and the Credential are separate programs. Admission to one program does not constitute admission to the other program. In addition, successful completion of one program does not indicate waiver of the other program's entrance requirements. Please note that you should apply for admission to the Master's program before you begin taking courses. Failure to apply to the Master's program could result in the additional coursework not being counted toward the Master's Degree.

Please see the Department of Educational Leadership & Policy Studies website at www.csun.edu/educ. Click on Academic Programs and then, Department of Education Leadership and Policy Studies for more information about the Master's program.

ADVISEMENT

All students **must** receive academic advisement from the Educational Leadership and Policy Studies graduate coordinator as soon as possible or at least prior to completion of 12 units of course work. Credential Advisors are able to assist candidates with general questions about any credential programs. Contact them by calling 818-677-2586 or email them at credprep@csun.edu

