

CSU, Chico / School of Education

CSU, Chico School of Education THE EDUCATIONAL LEADERSHIP PROGRAM Preliminary Administrative Services Credential

APPLICATION PACKET

Well-qualified professional school administrators are essential to school success. The Educational Leadership Program focuses on preparing individuals to be transformative school leaders who place high value on student success. The program guides candidate learning through a developmental sequence from exploring foundations of educational leadership to becoming a practicing administrator.

A California Administrative Services Credential authorizes the holder to serve as an assistant superintendent, principal, assistant principal, supervisor, coordinator, or other equivalent or intermediate level administrator in California public schools. Successful completion of the twenty-four-unit **Preliminary Administrative Services Credential (PASC)** Program leads to a Certificate of Eligibility for the PASC Credential. On obtaining the first administration position, your Preliminary Administrative Services Credential valid for five years is issued. During those five years one must earn the permanent Professional Clear Administrative Services Credential. An Administrative Internship Credential option is available for those employed in administrative positions during the program. (See Intern section of this packet.)

California Requirements for the Preliminary Administrative Services Credential

- 1) Possess one of the following valid credentials: (a) a clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent, and holds an English learner authorization; or (b) a clear or life California designated subjects teaching credential in adult education, career technical education, vocational education or special subjects, provided the applicant also possesses a baccalaureate degree, and holds an English learner authorization; or (c) a clear or life California services credential in pupil personnel services, health services for school nurse, teacher librarian services, or speech-language pathology or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent.
- 2) Have five years of successful, full-time experience in a public school, nonpublic school, or private school of equivalent status located in California or another state, or a combination of experience earned in California and another state. This experience may be teaching, pupil personnel work, librarianship, health services, clinical or rehabilitative services, or a combination of teaching and school services equal to five years. Substitute or part-time service does not apply. Verification of experience must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. School or district personnel other than the applicant must verify all experience. This experience must be obtained prior to issuance of the credential, but not before entering our program.
- 3) Successful completion of the PASC Program and recommendation for the credential by CSU, Chico. To be recommended, the candidate must demonstrate knowledge and skills identified in California Commission on Teacher Credentialing Standards.
- 4) Employment in a position that requires an Administrative Services Credential. A Certificate of Eligibility will be issued by California to candidates who do not hold an administrative position at program completion.

For Admission to the PASC Program -- Follow These Steps:

1. Apply to CSU, Chico by completing the Graduate Application for Admission online at www.calstate.edu/apply. Be **sure** to select these options from the drop-down menu when filling out your application:
 - Major/Program Objective: **Preliminary Admin Services Credential**
 - Degree Objective: **None**
 - Credential Objective: **Planning to apply to credential program this term.**
 - Credential Objective Name: **Preliminary Administrative Services.**
2. **All applicants must send one (1) official transcript to the Office of Graduate Studies from each postsecondary institute attended (every college since high school). All transcripts must be received sealed in an original envelope and issued less than two years from the date they are received by our office to be considered official. (Exception: CSU, Chico graduates do not have to provide transcripts. However, if you attended other institutions since your graduation you must provide an official transcript from each of those institutions.)**
3. Complete and submit the Educational Leadership Program Application contained in this packet.
4. Request recommendations from two current administrators and one current teacher / colleague.
5. **Submit all paperwork to: Administrative Services Credential Coordinator, School of Education, CSU, Chico CA 95929-0222**
Once your Educational Leadership Application is reviewed and you are accepted into the program you will then register with Regional & Continuing Education (RCE) for your classes. Instructions for enrollment from RCE will follow your acceptance into the PASC program. You may email your completed application to Lynn Maurer at lmaurer@csuchico.edu. Phone: 530-898-6471.

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The Administrative Services Intern Credential

This worksheet is provided to assist potential interns and school districts in starting the process of hiring an administrative intern. This is for your convenience during decision-making and planning procedures. If you have questions about any item below, the Administrative Internship program, or your specific situation, please call us at 530-898-5532 or 530-228-6357. We encourage all parties to work closely with the School of Education to form a successful Intern partnership.

A California Administrative Intern Credential is for those employed in administrative positions during the PASC credential program. The Intern Credential authorizes administrative work while the candidate is earning the PASC credential.

Benefits for the School District:

- University supervision and support for the administrative intern and collaboration with the district as an intern support team to enhance success
- Hiring administrative interns can allow school districts to move promising teacher leaders into school and district leadership positions and expand pools for open positions
- Duties authorized by the Administrative Services Credential can be assigned to administrative interns.

Administrative Intern Qualifications

1. Admission to CSU, Chico
2. Acceptance to the Preliminary Administrative Services credential program*
3. Hold a Clear or Life Credential, passed CBEST, have five years of full time teaching experience and *hold an English learner authorization.*

*If you are in the process of applying for the intern program, please complete your application without delay. Check with our office to determine your status.

During the Internship term, the Intern agrees to:

- submit all Intern application forms and fees to the CSU, Chico Credential Analyst as requested
- work with an adviser to design a plan for completion of the credential program
- notify the School of Education of any changes in employment during the Internship
- continue as an active credential candidate, participating in coursework and school experiences
- enroll in EDAD 830 in each fall and spring semester

For the hiring School District: The Administrative Position offered must be:

- authorized by a Preliminary or Professional Administrative Services Credential
- at least 50% of a full-time position

For the Internship term, the School District agrees to:

- submit a "Letter of Intent to Hire" (see sample)
- assist in identifying a qualified mentor for the Administrative Intern
- determine that the potential intern has other authorization or is working under direct supervision while the internship is being processed, if necessary
- provide release time for the Intern and district employees of the support team for responsibilities and training

Processing an intern credential application takes at least 3 weeks under the best circumstances, and requires the candidate's prompt submission of all requested documents and fees. If employment will begin less than six weeks after receipt of the district's letter of intent, the intern's duties may need to be supervised by a credentialed administrator during the interim.

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**The Educational Leadership Program
APPLICATION FOR ADMISSION**

Please Print

Name	Date	CSUC ID Number
Home Address	City	State / Zip Code
Email Address		Phone:
School		School Phone:
School Address	City	State & Zip Code

Education: Degrees Held

Degree	Institution	Year Granted

California Credential(s) Held

Credential	Institution	Year Granted

Materials Required for a Complete an Application:

Completed Educational Leadership Application Form	Resume
Application Fee is waived	Photocopy of Teaching Credential
Completed Application for admission to CSU, Chico	CBEST Verification
Verification of at least five (5) years full time teaching experience (on school/district letterhead)	Administrator Recommendation Forms (2)
Professional Information Statement	Teacher Recommendation Form (1)

Professional Information Statement

- Provide a brief review of your career in education.
- Comment on the philosophy that guides you as an educator.
- Describe the position you would like to be in five years from now and explain why.
- Identify personal and professional traits that will assure your success as an administrator

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Template Letter of Intent to Hire from District

Letter must be prepared on district letterhead; letters that are not original and on letterhead, and those that do not follow this template precisely, will not be accepted.

TO: Dr. Lynne Bercaw, Director
School of Education
California State University, Chico
Chico, CA 95929-0222

SUBJECT: Intent to Hire Administrative Intern

DATE: _____

This letter verifies that this district intends to hire an intern administrator for the position described.

Intern name: _____

School site: _____

Credential sought: Preliminary Administrative Services

Full-time or percent of full-time: _____

Beginning date: _____ Ending date: _____

(Note: Ending date cannot be after the term in which the intern will complete the credential program.)

Direct District Supervisor/Mentor for the Administrative Intern: _____

The district understands that hiring this intern establishes a partnership between the school district and the School of Education, CSU, Chico. A current [MOU](#) between the school district and the university must be on file. The district and the School of Education will collaborate in the support and performance assessment of the intern.

The administrative intern candidate and the hiring school district have verified fulfillment of the following California Commission on Teacher Credentialing requirements for an Administrative Services Intern Credential.

- is in a public school, district or public charter school;
- candidate holds a current valid California Teaching Credential and holds an English learner authorization;
- candidate can verify five years of full-time teaching experience (letters verifying employment from employing districts on letterhead);
- verification of passage of California Basic Educational Skills Test (CBEST); and
- acceptance into a Commission-approved Preliminary Administrative Internship Program (CSU, Chico School of Education Administrative Intern Program) and enrollment in courses leading to the Preliminary Administrative Services Credential.

Sincerely,

HR/Personnel Director/Superintendent Name _____

HR/Personnel Director/Superintendent Signature _____

Phone: _____ Email: _____

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Recommendation Form

To the applicant: Check one option and sign before leaving this form with an administrator or teacher who is familiar with your work. Recommendation forms from *two* administrators and *one* classroom teacher are required.

- Yes, I hereby waive my rights to review the completed Recommendation Form.
- No, I do not waive my rights to review the completed Recommendation Form.

Applicant's Signature Date

To the recommending administrator or teacher: _____ is an applicant to the Educational Leadership Program. Please furnish the information requested below. Your cooperation is appreciated. Position held by the applicant during your association: _____

Years covered by your recommendation: from _____ to _____
 What are the applicant's chief strengths as a teacher and as a potential administrator or supervisor?

Please comment on the potential the applicant has to be a good administrator.

Rate the applicant on the following traits. (1 is low, 5 is high)

a.	Is an effective teacher	1	2	3	4	5
b.	Has demonstrated leadership ability in developing the school's program	1	2	3	4	5
c.	Keeps records well and in good order	1	2	3	4	5
d.	Is interested in the success of all children	1	2	3	4	5
e.	Is involved in community activities	1	2	3	4	5
f.	Inspires other teachers to look to him/her for guidance and advice	1	2	3	4	5
g.	Shows a clear understanding of the school's program	1	2	3	4	5
h.	Plans well and follows through on the implementation of his/her plans	1	2	3	4	5
i.	Is self-motivated	1	2	3	4	5
j.	Accepts responsibility	1	2	3	4	5
k.	Maintains good relationships in the workplace	1	2	3	4	5

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Recommendation Form (cont'd)

Signature: _____

Print Name: _____

Position: _____

Address: _____

City _____ State _____ Zip Code _____

Date _____

Please return this form to:

Administrative Services Credential Coordinator
School of Education
CSU, Chico
Chico, CA 95929-0222