

**CSU, Sacramento**  
**Educational Leadership & Policy Studies**  
**ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM**  
**FAQ & Program Description Sheet**

**Purpose**

The purpose of this Program is to develop and prepare a cadre of potential administrative candidates from which districts can hire and place into administrative positions. For those students who do not already possess a Master's Degree, this program will give them the opportunity to do so with the curriculum offered for the aforementioned credential, with the completion of minimal additional units.

**Admission Requirements**

1. Applicants for the Preliminary Administrative Services Credential need to have a minimum of 2 years (full-time) teaching experience, or its equivalent prior to starting the program. Three years of successful teaching will be required when applying for the actual credential.
2. Applicant needs to have a California Certificated Credential.
3. Upon applying, you will need to have **two (2) Referral Forms** of recommendation. One should be from your current, immediate supervisor and one from another administrator (may be from out of the District). The Referral Forms should support your capabilities in becoming an administrator...
4. You must pass an interview conducted by Educational Leadership faculty at CSUS.

**CSUS Requirements**

1. **Two separate** applications must be completed: one a Graduate Application for admission to CSUS to be filed with the CSUS, Graduate Center and a second "supplemental" application with the Department of Educational Leadership and Policy Studies Department.
2. Applicants must have a minimum **2.5 GPA**.
3. Must have a valid California Certificated Credential with a **minimum of 2 years experience** with that Credential.
4. Applicants need to have taken and passed the **CBEST** test, **prior to the completion of the program**. **Note:** CTC requires that you pass the CBEST before getting into an approved Internship Credential program; the sooner you pass it, the better.
5. **Two (2)** referral forms of recommendation (provided in the department application packet).

**Timeline for Program**

- Applications and Referral Forms must be completed and turned in by **MARCH 1** for the Fall Admissions, and **October 1** for the Spring Admissions.
- Paper screening and interviews will be held in April (for Fall Semester applicants) or November (for Spring Semester applicants). The final acceptance and/or denial recommendations will be made **2 weeks after the interview** has been conducted.
- The Credential Program will begin in August (Fall Semester), and in January (Spring Semester) following the deadline of the application.
- The Credential Program normally will take **1.5 years** or **3 semesters** to be completed, **if students enroll in a minimum of 9.0 units (3 courses) per semester**. It is a **33 unit program** with 27 units of actual course work and 6 units of fieldwork which is designed by each candidate. An assigned

CSUS Faculty member will supervise you while you complete this culminating course work.

- Classes are typically offered during weekdays in the evenings (5:30pm – 8:40pm) and Saturdays. Each course will entail 6 weeknight meetings and 3 Saturdays. Other department courses are available on Saturday (all day lecture 8:00am -5:00pm). **Please note that Saturday courses are dependant on the availability of instructors to teach them... Note: Saturday-only classes meet for a total of 5 class sessions only...** These courses are typically offered early in the beginning of each semester and other courses begin toward the later half of the semester, **so pay close attention to the course dates published both on the university's webpage and the published Schedule of Classes.**
- After you apply, *complete*, and *receive* your Preliminary Administrative Credential, and have acquired your first administrative job, you will have five (5) years to complete the Professional Administrative Credential, which is an additional 12 units of course work. This includes 8 units of non-lecture University courses.

### **Administrative Internship Caveats**

- On occasion, a school district may appoint an individual who is enrolled in the Preliminary Credential Program to serve in a management capacity as an Administrative Intern. This may reduce the number of courses the candidate will need to complete for the credential.
- If you are appointed to one of these positions, you will be recommended for an Internship Administrative Credential, which requires that you be released from your District assignment to attend **seven (7)** full-day Wednesday seminars held at CSUS over the course of each semester.
- The Internship program will add 14 additional units of academic credit to your course-load and these 14 units must be completed each semester/term that you continue to participate in the internship, while you continue to hold an administrative position.

### **Other Information**

- At the end of the 4th semester you should complete the course work for the Preliminary Administrative Services Credential.
- The university tuition cost for 3 classes (9.0 units) per semester over the 3 semesters is approximately \$8,853.00 (\$2,951.00 per semester) books and materials will be at an additional estimated cost of \$300 per semester. **Note that tuition fees are subject to change without notice at the discretion of the University's Board of Trustees...** Remember you will also have a **\$55.00 Application fee** to simply apply to CSUS (fee can be verified in the CSUS Mentor on-line application). **This fee is non refundable even if you are not accepted into our program.** However, if you are not accepted, you will be contacted and given information on other programs that are available to you.
- The minimum number of accepted applicants for enrollment into the program will be 25 and the maximum enrollment will be 30.

### **Contacts**

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