

Department of Educational Leadership & Policy Studies

**APPLICATION PROCEDURES FOR THE
PROFESSIONAL ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM
(Mastery of Fieldwork Option)****A. Requirements for Admission**

1. **Students will not be interviewed for admission to the Department if they have not made formal application to the University prior to the departmental application deadline.** University application forms may be obtained from the Graduate Studies Office, (916) 278-6470. The Department will be notified and receive transcripts when your University file is completed by the Graduate Studies Office.
2. Candidates must hold a bachelor's degree from an accredited institution, have attained a grade point average of at least 3.0 (on a 4-point scale) in the last 30 semester (45 quarter) units attempted, and have been in good standing at the last college attended.
3. Candidates must possess a valid Preliminary Administrative Services Credential.
4. Candidates must have passed the California Basic Educational Skills Test (CBEST).
5. Applicants, who have successfully completed the program leading to the Preliminary Administrative Credential at CSUS, should file this application with the Department office. The application will be referred to their faculty advisor or the program coordinator for review; such candidates who meet all requirements for admission (including satisfactory GPA), will be referred to the full faculty for clear admission status. **Candidates who do not meet one or more admission requirements will be scheduled for an interview.**
6. All applicants new to the Educational Leadership Program at CSUS are required to appear for an interview with a faculty member. Interviews will be scheduled during a two-week period soon after the close of the application period. The interview will focus on the applicant's academic capacities, leadership potential, and humanistic sensitivity.

B. Credential Candidates

1. Candidates for the Professional Administrative Services Credential must possess a valid Preliminary Administrative Services Credential, and must have, or have been offered, a position requiring an Administrative Services Credential, as attested by the employing school, district or agency.
2. The attached form must verify the candidate's administrative credentials and job requirements.

C. Application Materials: The following must be received in the Department office by the application deadline:

Application Deadline: Corresponds with University deadline for admission each semester.

1. **Completed Application Form and Self-Assessment Scale** (enclosed).
2. ***Two reference forms;** one completed by your present supervisor and a second one from another supervisor (forms enclosed).
3. ***Typewritten resume,** including previous positions held locations, job functions, educational background, and professional accomplishments.
4. ***A brief statement of at least three educational beliefs** to which you are firmly committed.

5. One set of **transcripts** (may be unofficial). This is in addition to the two sets of official transcripts required for the University application process. (A photocopy of the last semester grade report for graduates of the CSUS Educational Leadership Program.)
6. Candidate must **show proof of possession** of a valid Preliminary Administrative Services Credential.

D. Non-Discriminative Policy

California State University, Sacramento, seeks participation in all academic and academically-related activities for all individuals without regard to race, color, creed, marital status, national origin, sex, handicap, or age. The University has established an affirmative action program in accordance with federal and state regulations, Presidential Executive Orders, Title VII and IX of the Civil Rights Act as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, and the Vietnam Readjustment Assistance Act. The regulations prohibit discrimination in the admission of students and recruitment, retention, and promotion of employees. For further information, or should you feel that you have been discriminated against in one of the aforementioned areas, contact the Affirmative Action Officer, Title IX Coordinator, in Sacramento Hall, (916) 278-6907.

Department of Educational Leadership & Policy Studies

Professional Administrative Services Credential
APPLICATION FORM

Candidates must possess a valid Preliminary Administrative Credential.
 Or be nearing completion of an approved program leading to the credential

Name: _____ Date: _____
(last) (first) (middle)

Date of Birth: ____ / ____ / ____ Sex: ____ F ____ M Social Security No: ____ - ____ - ____

Home Address: _____
(number) (street)

(city) (state) (zip) Evening Phone ()

Present Position: _____ How long? _____
(school site/agency) (district)

(number) (street) (city) (state) (zip) Day Phone ()

Degrees Earned: (List degree, date, and institution.)

California Credentials: (List exact title of each.)

Career Goals: (Respond to the following. Attach additional sheets if necessary.)

What is your ultimate objective in Educational Administration?

What steps and/or intermediate positions do you plan for achieving these objectives?

SELF-ASSESSMENT SCALE

Directions: Please assess yourself in the areas listed below.

Performance Indicators	1 Inadequate	2 Marginal	3 Satisfactory	4 Very Competent	5 Outstanding
1. <u>Awareness of Self:</u> Describe my strengths, am honest about my own weaknesses; readily express values, feelings, and own characteristics.					
2. <u>Self-Concept:</u> Perceive myself as worthy, healthy, and generally a happy person; can laugh at myself.					
3. <u>Initiative-Self-Assertive:</u> Take a stand on issues; risk job, security, and/or peer approval for a cause; am resourceful; take action when needed.					
4. <u>Interest in People/Societal Concern:</u> View education as an instrument of social and personal change; express a commitment to resolution of societal problems broader than school or classroom.					
5. <u>Openness to Learning:</u> Am anxious to learn new ideas beyond job requirements; debate issues; read widely; philosophize.					
6. <u>Leadership Experience/Potential:</u> Know about, through experience or observation, the roles/ functions/expectations of administrators/leaders.					
7. <u>Planning/Decision Making:</u> Show evidence of planning, problem-solving capabilities; can express strategies/alternatives for problem solution/ implementation.					
8. <u>Situational Flexibility:</u> Describe alternative strategies based on changing needs; can assume another's point of view.					
Total Score					

Department of Educational Leadership & Policy Studies

REPORT ON GRADUATE APPLICANT
Professional Administrative Credential

Name of Applicant: _____

Soc. Sec. #: _____

Phones: _____

To the applicant: The *Family Educational and Privacy Act of 1974* gives students the right to inspect letters of recommendation written in support of applications for admission or fellowship. The law also permits students to waive that right if they choose, although such a waiver cannot be a condition of admission or award. If you wish to waive your right to examine this letter of recommendation, please sign the waiver below.

I WAIVE MY LEGAL RIGHT TO INSPECT THIS LETTER OF RECOMMENDATION.

Date: _____

Signature: _____

To the recommender: This candidate has applied for admission as a graduate student in the Department of Educational Leadership & Policy Studies, California State University, Sacramento, and has given your name as a reference. Please complete the Supervisor's Rating of Candidate form on the reverse, and return it to the Department no later than one week past the application deadline, enabling the applicant to have as complete a file as possible by the date of his/her interview.

1. Assuming that you had an opening for a person with the applicant's characteristics, would you be willing to employ this applicant?

____ Yes ____ No

If yes, please indicate by a checkmark, the degree of your desire to employ this individual: ____ Eagerly ____ Willingly ____ With hesitation

If no, please give reasons under item 2 below.

2. Remarks: Use this space for any additional information, comments, evaluation, interpretation, or explanation of your rating that you may wish to add. Thank you for your cooperation and assistance. (If more space is needed, please feel free to attach comments written on your letterhead.)

 Recommender's Signature

 Date

 Recommender's Printed Name and Position

 School, Agency, or Company

SUPERVISOR'S RATING OF CANDIDATE

Directions: Please evaluate the applicant in the areas listed below and indicate strengths of applicant on each item.
Total your ranking and enter in space below.

Performance Indicators	1 Inadequate	2 Marginal	3 Satisfactory	4 Very Competent	5 Outstanding
1. Awareness of Self: Describes own strengths, is honest about own weaknesses; readily expresses values, feelings, and own characteristics.					
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5. Openness to Learning: Is anxious to learn new ideas beyond job requirements; debates issues; reads widely; philosophizes.					
6. Leadership Experience/Potential: Knows about, through experience or observation, the roles/ functions/ expectations of administrators/leaders.					
7. Planning/Decision Making: Shows evidence of planning, problem-solving capabilities; can express strategies/ alternatives for problem solution/ implementation.					
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Total Score					

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
College of Education
Department of Educational Leadership & Policy Studies
Advising Sheet for the
PROFESSIONAL ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM
INDIVIDUAL PREPARATION PLAN
Total Units (12)

Authorization: The Professional Administrative Services Credential authorizes services as a superintendent, associate superintendent, deputy superintendent, principal, assistant principal, supervisor, consultant, coordinator, or in an equivalent or intermediate level administrative position.

General requirements for receiving the Professional Administrative Services Credential.

Mastery of fieldwork performance standards through a Commission accredited program

I. The minimum requirements for the Professional Administrative Services Credential are all of the following:

- A.** Possession of a valid Preliminary Administrative Services Credential.
- B.** A minimum of two years of successful full-time school experience in public school/agencies or private schools of equivalent status in a position requiring an administrative services credential, as attested by the employing school, district or agency.
- C.** Successful completion of the approved program leading to the Professional Administrative Services Credential.

II. *Mastery of fieldwork performance standards through a Commissions accredited program.* Pursuant to SB 1655, colleges and universities with accredited programs leading to a Professional Clear Administrative Services Credential may offer a streamlined assessment option to candidates. Upon this option institutions may allow candidates to forego the coursework component of the program and allow them to demonstrate their knowledge, skills and abilities through the assessment component of the program. The assessment must result in formal recommendation for the credential. Until the Commission adopts new standards, accredited institutions may offer this option under the existing standards for Professional Clear Administrative Services Credentials (Standards 10 and 11.) An application for the credential based on this evaluation must be submitted by the college or university that conducted the evaluation and must include the recommendation form and \$55 fee. Specific information regarding this option has been provided to all colleges and universities offering programs leading to the Professional Clear Credential.

PROGRAM PLAN REVIEWED:

A. Candidate _____
(print name) (signature) (date)

B. Employing Organizational Designee _____
(print name) (signature)

(organizational name) (designee title)

(organizational address) (date)

C. Faculty Advisor _____
(signature) (date)

<u>Course No.</u>	<u>Course Title</u>	<u>Units</u>	<u>Semester/Year</u>
Required Courses (12 units)			
1. EDLP 277	Assessment Seminar	2	_____
2. EDLP 293	Induction Seminar	2	_____
3. EDLP 299	Special Problems	8	_____
OR			
EDLP 498	Advanced Administrative Field Experience	8	_____

APPROVAL

_____ (Candidate's Name) has held a full-time administrative position in _____ (District/Agency) for which a Preliminary Administrative Services Credential has been required during the period from _____ to _____ and has successfully completed all the requirements for the Professional Administrative Services Credential.

 (Name of district/agency representative) (signature) (date)

Completed Plan _____
 (printed advisor's name) (signature) (date)

VERIFICATION OF CURRENT ADMINISTRATIVE ASSIGNMENT

This is to certify that _____ (name of student) has been appointed to the administrative position of _____ (name of position) by the _____ School District (name of school district). This position requires a California Preliminary Administrative Credential and the completion of the Professional Administrative Credential within five years.

Site: _____

Address: _____

Phone: _____

(Supervisor or personnel office) (Date)