

Department of Educational Leadership & Policy Studies

Preliminary Administrative Services Credential
PROGRAM COMPLETION SHEET (33 units total)

Authorization

The Preliminary Administrative Services Credential authorizes service as a superintendent, associate superintendent, deputy superintendent, principal, assistant principal, supervisor, consultant, coordinator, or in an equivalent or intermediate-level administrative position. The Preliminary Administrative Services Credential shall be valid for a period of five years from date of initial employment in a position requiring the credential.

General Requirements: All candidates must:

1. Possess a valid teaching or pupil personnel services credential.
2. Upon entering the credential program, have completed a minimum of one year, and by the time of completion of the requirements for the Preliminary Administrative Services Credential, have had three years of successful, full-time teaching or pupil personnel experience in public or private schools.
3. Have successfully completed the California Basic Educational Skills Test (CBEST) prior to entering the program, or within the first semester of enrollment.
4. Have a minimum 3.0 grade point average (required for all work presented for the credential). No units with a grade lower than a "C" may be counted. All work must be completed within a seven-year period.
5. Demonstrate competencies as required in courses as noted on the reverse page:

CBEST requirement fulfilled: _____
 (date)

Dr. _____ (date) _____ (student) _____ (date)
 (advisor)

A copy of this form should be kept by the advisor and the advisee. Upon completion of credential requirements, a signed, completed copy of this form **must** be submitted along with credential application form to the credential officer in the Education Student Service Center, **Eureka Hall, Room 209**. (To obtain the required signature upon completion of the program, students must be aware of semester "close-out" dates and potential unavailability of faculty advisors.)

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Student: _____

Date: _____

<u>Course No.</u>	<u>Course Title</u>	<u>Units</u>	<u>Semester/Year</u>
Required Courses (24 units total)			
1. EDLP 200	Administrator's Role in Multicultural Education	3	_____
2. EDLP 201	Foundations of Educational Administration	3	_____
3. EDLP 250	Educational Research	3	_____
4. EDLP 203	Financial Resources Planning and Allocation	3	_____
5. EDLP 204B	Administrator's Role in Special Education	3	_____
6. EDLP 205B	Curriculum Development	3	_____
7. EDLP 202	Legal Bases of Education	3	_____
8. EDLP 209B	Human Resources in Education	3	_____

Required Direct Site Experience (9 units) - Prerequisite: Completion of 12 units of program coursework, including EDLP 200, 201, 250 or 205B)

9. EDLP 255	Field Experience Seminar	3	_____
10. EDLP 495	Field Study in Educational Leadership (<u>Petition Required</u>)	6	_____

I hereby verify that this student has taken and completed the required courses in the Educational Leadership & Policy Studies program at CSUS, and is now eligible for his/her Preliminary Administrative Services Credential.

Completed By: _____
 (advisor)

_____ (date)