

Application Instructions – Preliminary Administrative Services Credential

Program Description

Educational Leadership and Policy Studies' Preliminary Administrative Services Credential program aims to develop P-12 educational leaders from diverse backgrounds who will positively impact P-12 educational settings. The program specifically focuses on cultivating leaders who promote learning, equity, justice and achievement for all students.

Educational Leadership and Policy Studies seeks to prepare transformational leaders with the capacity to effectively facilitate and manage change. The mission of the Educational Leadership and Policy Studies program is to develop educational leaders who will effectively lead and improve TK-12 school systems. Our program aims to prepare school leaders who possess the following core qualities and characteristics:

- Be visionary change agents
- Lead for equity
- Create collaborative learning communities
- Engage in reflective practice
- Be socially just leaders
- Lead for inclusiveness
- Implement research-based and site-based best practices
- Be instructional leaders

Here is what Makes Our Programs Unique

1. **Hybrid, and Online Options:** We offer hybrid and online options for our programs in order to meet the needs of our students.
2. **Accelerated Programs:** You can complete your Preliminary Administrative Services Credential in as little as 10.5 months. The Masters in Educational Leadership & Policy Studies can also be earned concurrently, with the addition of a semester.
3. **Supportive Cohort-Based Learning:** The students in your cohort will matriculate through all coursework together, creating opportunities to support and learn from one another.
4. **Practitioners as Faculty:** Courses are taught by current and past TK-12 practitioners who are considered leading experts within their fields.
5. **Preliminary Administrative Services Credential & MA:** Our credential courses coincide with our Master in Educational Leadership & Policy Studies degree; therefore both the Preliminary Administrative Service Credential (PASC) and the Master's degree can be earned concurrently, should applicants seek both. Aspiring school leaders can complete our Preliminary Administrative Services Credential in less than 11 months and complete their Master in Educational Leadership & Policy Studies degree with an addition semester.

Minimum Admission Requirements

To be admitted into the Preliminary Administrative Credential program, applicants must have:

1. A life or clear California credential with these features:

A clear or life credential	Bachelor's degree	Program of professional preparation w/student teaching or equivalent	English learner authorization
Teaching	Yes	Yes	Yes
Designated subjects, adult education, career technical education, vocational education or special subjects	Yes	NA	Yes
PPS, School Nurse-Health Services, teacher librarian services, or speech-language pathology or clinical or rehabilitative services	Yes	Yes	NA

2. Earned a GPA in the last 60 units of Bachelor's degree of 2.5 or better;
3. Successful completion of [Basic Skills Requirement](#);
4. A minimum of 5 years of credentialed experience in a P-12 educational setting; and
5. Successful interview with faculty, demonstrating:
 - Preparation for graduate level study
 - Leadership experience
 - Familiarity with current issues in education
 - Knowledge of conflict resolution and negotiation skills
 - Knowledge of P-12 education as a field
 - Entry level understanding of ethical leadership
 - Vision for P-12 education

Admission Procedures

Each applicant must submit the following:

- A **resume** or **curriculum vitae** highlighting relevant experience;
- A **Personal Statement** (maximum 500 words) that addresses:
 - Your experiences or the factors that led you to apply for the program;
 - The leadership characteristics you believe you possess;
 - Those personal characteristics you believe you possess that will enable you to be successful in the program; and

- Your professional interests in TK-12 educational leadership
- **Essay** (writing sample prompt)
 - Describe your ultimate objective(s) in educational leadership. What steps do you plan to take to achieve these objectives?
 - Maximum 250 words
- **Documentation:** (a) holder of appropriate Life or Clear Credential (see table above) and (b) of having passed the [Basic Skills Requirement](#) (i.e. CBEST or equivalent).
- Two letters of recommendation;
- A letter of administrative appointment, if seeking the administrative intern option (Note: we do not place students in administrative internships, this option is for those who have already obtained an administrative position); and
- An official copy of transcripts all from colleges and universities attended, other than Sacramento State; send electronic transcripts to gradtranscripts@csus.edu or hard copy transcripts to:

Office of Graduate Studies

California State University, Sacramento
 Riverfront Center, Room 215, MS 6112
 6000 J Street
 Sacramento, CA 95819

Approximately two weeks after the deadline for submission of application materials to the Department, selected applicants will be scheduled for an interview. Approximately two weeks after applicants have been interviewed, a decision regarding admission will be mailed to each applicant.

Documents Page in Quadrant IV

Required:

- A resume or curriculum vitae highlighting relevant experience;
- A Personal Statement (maximum 500 words) that addresses:
 - Your experiences or the factors that led you to apply for the program;
 - The leadership characteristics you believe you possess;
 - Those personal characteristics you believe you possess that will enable you to be successful in the program; and
 - Your professional interests
- **Essay** (writing sample prompt)
 - Describe your ultimate objective(s) in educational development leadership. What steps do you plan to take to achieve these objectives?
 - Maximum 250 words
- Documentation of being a holder of an appropriate Life or Clear Credential (see table above) and of having passed the [Basic Skills Requirement](#) (i.e. CBEST or equivalent).

Optional:

- A letter of administrative appointment, if seeking the administrative intern option (Note: we do not place students in administrative internships, this option is for those who have already obtained an administrative position); and

Letter of Recommendations Page in Quadrant IV**Template: Graduate/Credential Program Recommendation**

Required: two letters of recommendation

Directions: Please provide the names and contact information of two individuals who can provide written recommendations pertaining to your educational practices and experience.