

Language on Landing/Home Page in Quadrant IV – 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 Program Unique:

1. **Hybrid Options:** We offer hybrid options for our program in order to meet the needs of our students.
2. **Supportive Cohort-Based Learning:** The students in your cohort will matriculate through all coursework together, creating opportunities to support and learn from one another.
3. **Practitioners as Faculty:** Courses are taught by current and past TK-12 practitioners who are considered leading experts within their fields.
4. **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 additional semester.

Minimum Admission Requirements

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

- a baccalaureate degree from a regionally accredited institution or non-US equivalent;
- a minimum 2.5 GPA in the last 60 semesters units (90 quarter units);
- a minimum of four years of credentialed experience in a TK-12 educational setting;
- successful interview with faculty, demonstrating:

- Preparation for graduate level study
- Some leadership experience
- Familiarity with current issues in education
- Knowledge of conflict resolution and negotiation skills
- Knowledge of TK-12 education as a field
- Entry level understanding of ethical leadership
- Vision for TK-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;
 - Your professional interests in TK-12 educational settings; and
 - Your preference for delivery mode: fully online or hybrid
- **Essay**
 - Prompt: Describe your ultimate objective(s) in TK-12 educational leadership. What steps do you plan to take to achieve these objectives?
 - Maximum 250 words
- **Documentation** of having earned a bachelor's degree (Final transcripts with the date of degree issuance meet this criterion., A copy of the degree is not acceptable documentation.)
- **A copy of a prerequisite California clear or life credential** (teaching credential designated subjects teaching credential, teacher librarian services credential, speech-language pathology services credential, clinical or rehabilitative services credential, or a school nurse services credential).
- **A Letter of Administrative Support** if seeking the administrative intern option (Note: The program does not place students in administrative internships. This option is for those who have already obtained an administrative position)
- One set of **unofficial transcripts** from all colleges and universities attended including transcripts from ALL community colleges attended and colleges where credit was earned as a high school student;
- **Two letters of recommendation.**

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;
- Your professional interests in TK-12 educational settings; and
- Your preference for delivery mode: fully online or hybrid
- **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
- **One set of unofficial transcripts** from all colleges and universities attended in the U.S. including transcripts from ALL community colleges attended and colleges where credit was earned as a high school student.

Applicants with foreign documents are required to submit one set of official, evaluated transcripts from all colleges and universities attended outside of the U.S. More information regarding approved third-party evaluation agencies can be found [here](#). Please have the evaluation agency send electronic copies of the evaluated transcripts to gradtranscripts@csus.edu or have physical copies sent to the address below.

Office of Graduate Studies

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

- Documentation 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.