Preliminary Administrative Service Credential Application guide
Deadline: Priority deadline- **March 1, 2023**, Regular deadline- **July 1, 2023**

The Preliminary Administrative Services Credential Program prepares candidates for leadership positions as school administrators and a variety of school leadership positions for which the Preliminary Administrative Services Credential is required. It prepares educational leaders who can develop, coordinate, and assess instructional programs; evaluate and supervise certificated and classified personnel, facilitate and manage safe and secure school learning environments, manage school site, district, or county level fiscal services; and develop, coordinate and supervise student support services.

In order to submit your application through Cal State Apply, you are required to submit the following:

- Complete the Graduate Cal State Apply application: [https://www.calstate.edu/apply](https://www.calstate.edu/apply)
- Submit $70.00 application fee
- Proof of Writing Sample (upload as an attachment)
  - Prompt: A written statement of purpose (500-600 word essay) describing why the candidate desires to be a school administrator serving the children and families of the diverse communities of California. This essay must include reflection on personal professional goals and ways in which the knowledge and skills will be developed to achieve these goals.
- Program Application Fee of $25.00 [https://commerce.cashnet.com/CRED_APP](https://commerce.cashnet.com/CRED_APP)
- Two (2) letters of recommendation from professionals who are knowledgeable of the candidate's professional work at least one of whom is the candidate's current administrator.
- Experience: Documentation of at least three years of full-time successful experience in schools (substitute or part-time service does not apply). Verification of experience must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. School or district personnel other than the applicant must verify all experience.

*Please note that to be recommended for the Certificate of Eligibility or Preliminary Administrative Services Credential, documentation of at least five years of full-time successful experience in a public school, nonpublic school, or private school of equivalent status located in California or another state, or a combination of experience earned in California and another state. This experience may be teaching, pupil personnel work, librarianship, health services, clinical or rehabilitative services, or a combination of teaching and school services equal to five years. Substitute or part-time service does not apply. Verification of experience must be on the district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. School or district personnel other than the applicant must verify all experience.*

- Basic Skills Requirement: Provide evidence of having satisfied the basic skills requirement as outlined by CTC: [https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-cl-667](https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-cl-667)
• Prerequisite Teaching Credential: For the Administrative Services Credential, effective July 1, 2013, a prerequisite credential is defined as:

  • A valid California clear or life teaching credential requiring a bachelor’s degree and a program of professional preparation, including student teaching; or
  • A valid California clear or life Designated Subjects Teaching Credential, provided the holder also possesses a bachelor’s or higher degree from a regionally-accredited college or university or
  • A valid clear or life California Pupil Personnel Services Credential, Teacher Librarian Services Credential, Speech-Language Pathology Services Credential, Clinical or Rehabilitative Services Credential, or a School Nurse Services Credential, requiring a bachelor's degree and a program of professional preparation, including field practice or the equivalent.

Holders of any of the other Health Services Credentials, such as the school physician, dentist, dental hygienist, optometrist, clinical psychologist, and psychiatric social worker, do not meet this requirement.

• Notification to School District Form: Application must include this form that indicates employing district has been made aware of the candidate’s intentions to enroll in the PASC program at CSU Channel Islands: https://education.csuci.edu/admissions/documents/notification-to-school-district.pdf.

Once your application in Cal State Apply is finished, you must submit the following for your application to be complete and be reviewed by the admission committee:

• One Set of Official Transcripts from each of the colleges and universities attended must be mailed directly to the Admission Office.
  o Former and current CSU Channel Islands students do not need to submit transcripts unless additional courses were taken since last attended CSUCI.
  o Mailing Address
    CSU Channel Islands
    Attn: Admissions- Sage Hall
    One University Drive
    Camarillo, CA 93012
    Email: admissions@csuci.edu

Upon review of your application materials, individuals may be invited for an interview with the School of Education Admissions Committee to aid in the selection.

All materials must be submitted by the application deadline of July 1, 2023.