

**CLEAR ADMINISTRATIVE SERVICES  
CREDENTIAL PROGRAM**

**CREDENTIAL OFFICE, ROOM E103**

Michael D. Eisner • College of Education  
18111 Nordhoff St., Northridge CA 91330-8265

**(818) 677-2586**  
credprep@csun.edu

The **Administrative Services Credential Program** is a graduate program designed for persons who hold an administrative or supervisory position at either a school building or district site. Additional information about this credential is available at [www.ctc.ca.gov/credentials/leaflets/cl574c.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl574c.pdf)

The University is committed to the concept that continuous screening and evaluation are necessary to ensure that candidates who complete a program are well prepared to be effective members of the education profession. Candidates may expect to be evaluated on their basic skills, personal qualifications and performance factors in addition to completion of required courses.

**ADMISSION TO THE CREDENTIAL PROGRAM IS REQUIRED PRIOR TO ENROLLMENT IN COURSES FOR THE CLEAR ADMINISTRATIVE SERVICES CREDENTIAL.**

We welcome your application for admission to the Clear Administrative Services Credential Program. We are sure you will find this program valuable to your career objectives. If you have any questions, please contact the Credential Office at (818) 677-2586.

**ADMISSION TO THE CLEAR ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM**

The following items must be submitted as a complete application packet to the Credential Office.

**APPLICATION** The application form is included in this brochure.

**TRANSCRIPTS** Transcripts showing a baccalaureate degree and all post-baccalaureate work must accompany your application package. These must be official transcripts, in a sealed envelope. Transcripts from CSU Northridge may be official or unofficial. Arrange for the transcripts to be sent to you by the institution so you can submit them to us as part of this package. If applying for admission to CSU Northridge for the first time, an additional set of official transcripts will be required for University admission. A grade point average (GPA) of 2.75 in your last 60 units of coursework is required for admission.

**VALID PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL** Provide a copy of a valid California credential that authorizes service as an administrator. This must be the actual Credential **not** a Certificate of Eligibility.

**VERIFICATION OF EMPLOYMENT AS AN ADMINISTRATOR** Your **supervisor** should complete the attached verification form and return it to you to submit with the application. If you hold a Preliminary Administrative Credential but are not currently employed in an administrative position you may enter the program and complete the courses. You must meet the two years of employment as an administrator while holding an administrative credential requirement to be eligible to be recommended for the credential.

**FEE** An application fee of \$25, in the form of a money order or a cashier's check, must accompany your application. This must be made payable to CSU Northridge and is non-refundable. **Cash or personal checks will not be accepted.**

**YOU MUST ALSO APPLY TO THE UNIVERSITY** Please note that the Credential Office forms do not constitute application to the University. A separate application for admission to the University must also be submitted to the Office of Admissions and Records according to its application schedule if you are not currently enrolled at the University. On-line applications are available at <http://www.csumentor.edu/>

## PROGRAM DESIGN, FIELD EXPERIENCE AND ADDITIONAL PROGRAM REQUIREMENTS

An Individualized Induction Plan shall be jointly developed for each candidate by the Department of Educational Leadership & Policy Studies in consultation with the candidate and the candidate's employing school district.

The approved plan shall become a part of the candidate's Department file and may be revised with the approval of the candidate, the candidate's employing district, and the Department of Educational Leadership & Policy Studies.

### Required courses 12 units

ELPS 684	Field Based Leadership	5 units
ELPS 685	Induction Plan	2 units
ELPS 689	Practicum in Educational Administration	3 units
ELPS 695ce	Assessment of Candidate Competency	2 units

## CREDENTIAL FILING REQUIREMENTS

- Possession of a valid Preliminary Administrative Services Credential
- Verification of completion of a minimum of two years of successful full-time experience in an administrative position, while holding a valid Preliminary Administrative Services Credential
- Completion of a program approved by CTC.

The term of the Clear Credential is determined by the expiration date of the basic prerequisite credential, but may not exceed five calendar years.

## CREDENTIAL REQUEST

Candidates who are completing their professional education requirements at CSU, Northridge may submit their Credential Request during the first few weeks of the final semester of program completion. The Clear Administrative Services Credential will only be recommended by the Credential Office for CTC issuance if you have met the experience requirement. Please request that the employing agency use form CL-41-exp, "Verification of Experience," to verify that experience. This form should be included with the Credential Request and submitted to the Credential Office. This form is available online at [www.csun.edu/coe/cred](http://www.csun.edu/coe/cred) under "forms".

## ADVISEMENT

All students **must** receive academic advisement from the Educational Leadership and Policy Studies graduate coordinator as soon as possible. In addition, Credential Staff Advisors are available to assist candidates with general questions about any credential programs. Contact them by calling 818-677-2586 or email them at [credprep@csun.edu](mailto:credprep@csun.edu).

# APPLICATION FOR ADMISSION

Michael D. Eisner • College of Education • Credential Office  
18111 Nordhoff St., Northridge CA 91330-8265

You are requesting admission to this credential program beginning in \_\_\_\_\_ (Semester and Year)

Mr. / Mrs. / Miss / Ms. \_\_\_\_\_  
LAST FIRST MIDDLE MAIDEN or OTHER

Address \_\_\_\_\_  
Number & Street City State Zip Code

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ CSUN Student Id # \_\_\_\_\_

Social Security Number \_\_\_\_\_ Birth date \_\_\_\_\_

Do you currently hold a valid California Teaching credential? NO YES What type? \_\_\_\_\_

## CLEAR ADMINISTRATIVE SERVICES

### From which institution and state did you complete your Preliminary Administrative Program

Institution \_\_\_\_\_ State \_\_\_\_\_

Please list **all** the schools you have attended, including CSUN. Transcripts from institutions other than CSUN must be official. CSUN transcripts may be official or unofficial. Arrange for the transcripts to be sent directly to you by the institutions so that you can submit them as part of your application packet. (Attach sheet for additional institutions attended).

College/University	Dates	Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

You must read this form and sign below in order for the Credential Office to accept your application for admission.

## PERSONAL AND PROFESSIONAL FITNESS

You must answer the question below with either "YES" or "NO." If either of the two events underlined in the question has occurred, your answer must be "YES". If either of the events occurred with subsequent court action sealing juvenile records under Penal Code Section 1203.34, the question may be answered "NO."

**Have you ever been convicted or plead nolo contendere for any violation of law other than minor traffic offenses?**

\_\_\_\_ NO \_\_\_\_ YES

I understand that it is my responsibility to submit all required materials and documents directly to the Credential Office regardless of where else on campus they may previously have been sent. To the best of my knowledge, all information I have provided hereon and materials associated with this application is true and accurate. I will keep the Credential Office informed of changes in my status, address, telephone number and name. I authorize the Credential Office to submit my transcripts and other documents to the Commission on Teacher Credentialing. In accordance with the Family Rights and Privacy Act of 1974, effective November 19, 1974, all files maintained on a student are to be available for perusal by the student.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**VERIFICATION OF EMPLOYMENT AS A SCHOOL ADMINISTRATOR**

Date \_\_\_\_\_ CSUN ID # \_\_\_\_\_

Ms. /Mr. \_\_\_\_\_ Soc. Sec. # XXX-XX-\_\_\_\_\_

Administrative Position Held \_\_\_\_\_

School \_\_\_\_\_ School District \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Does this position require an administrative credential to be held? Yes \_\_\_\_\_ No \_\_\_\_\_

\*Verified \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

Position \_\_\_\_\_

School District \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Street City Zip Code

Date \_\_\_\_\_

\*This form is for entry into the program only. Verification must be by your immediate supervisor or person in a higher position. To verify experience for Credential filing purposes at the end of your program, please use CL 41-exp available online at: [www.csun.edu/coe/cred](http://www.csun.edu/coe/cred) under "forms".