

**PRELIMINARY**  
**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 Preliminary Administrative Services Credential Program is a graduate program designed for persons who wish to hold an administrative or supervisory position at either a school or district site requiring an Administrative Services Credential. 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. Thus candidates may expect to be evaluated on possession of basic skills, personal qualifications and performance factors in addition to completion of required courses.

### **ADMISSION TO THE CREDENTIAL PROGRAM IS REQUIRED IN THE FIRST SEMESTER OF ENROLLMENT IN COURSES FOR THE ADMINISTRATIVE SERVICES CREDENTIAL.**

We welcome your application for admission to our Administrative Services Credential Program. We are sure you will find this experience valuable to your career objectives.

If you have any questions please do not hesitate to contact the Credential Office at (818) 677-2586. We look forward to assisting you in the timely completion of your credential requirements.

### **ADMISSION TO THE PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM**

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

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

**TRANSCRIPTS** - Transcripts showing a baccalaureate degree and all post-baccalaureate work. These must be official transcripts, submitted 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 your packet. 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 is required for admission to the Credential Program.

**RECOMMENDATION** - Submit two letters of recommendation from practicing school administrators that indicate you possess administrative and leadership potential.

**COPY OF VALID TEACHING OR SERVICES CREDENTIAL** - Submit a copy of at least one valid basic teaching or appropriate services credential. This may be a preliminary, professional clear, clear, standard, or general credential.

**BASIC SKILLS REQUIREMENT** – Show proof of having attempted the Basic Skills Requirement. Those candidates who received their California teaching or services credential based upon another state's basic skills exam may use that exam to satisfy their Basic Skills Requirement. (see the credential office website for options to satisfy the basic skills requirement)

**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 Credential office forms do not constitute application to the University. A separate application for admission to the University must 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 admission permits the candidate to enroll in any course in the program with the exception of ELPS 675 (Decision making Simulation) and ELPS 688 (Fieldwork in Educational Administration) which have prerequisites.

**REQUIRED COURSEWORK FOR THE PRELIMINARY  
 ADMINISTRATIVE SERVICES PROGRAM**

ELPS 600	Research in Education	3 units
ELPS 650	Contemporary Administrative Leadership	3 units
ELPS 663	Legal Aspects of Educational Administration	3 units
ELPS 664	Business and Financial Aspects of Educational Administration	3 units
ELPS 672	Management of Human Resources	3 units
ELPS 676	School and Community Relations	3 units
ELPS 675	Decision-Making Simulation	3 units
ELPS 681	Organization and Administration of Elementary, Secondary and Special Education	3 units
ELPS 682	Supervision of Curriculum and Instruction	3 units
ELPS 688	Fieldwork (Must be taken with no more than 6 units remaining)	3 units
ELPS 697	Comprehensive Examination	3 units
<b>Total</b>		<b>33 units</b>

**NOTE: Any request for waivers, transfers and/or substitutions for the above requirements should be made in writing to the Department Chair and accompanied by documentation.**

**CLEAR ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM**

Consult the brochure concerning the Clear Administrative Services Credential Program available in the Credential Office.

**ADMINISTRATIVE FIELDWORK**

Fieldwork in Educational Administration is the capstone experience in the Preliminary Administrative Services Credential Program. Upon completion of all coursework the student is considered for admission to the fieldwork program. Such admission is contingent upon: achieving a "B" average in all prescribed courses, having the endorsement of the administrator of the school where the candidate is teaching, and being adjudged a desirable administrative candidate by the Department screening committee.

The "Contract" which the sponsoring administrator executes with the Department commits him/her to provide a definite program of administrative experience for the candidate. The evaluation check sheet, also completed by the sponsoring administrator prior to admission to fieldwork, guides the University supervisor in directing the candidate into experiences that will strengthen his/her weaknesses.

Upon successful completion of Administrative Fieldwork and required coursework, the candidate is normally certified by the Department as being eligible to apply for a Preliminary Administrative Services Credential.

## CERTIFICATE or CREDENTIAL Request

Within the first few weeks of your final semester of program coursework, students should submit a "Credential Request" form to the Credential Office for a recommendation to the Commission on Teacher Credentialing (CTC) to issue a Certificate of Eligibility. The Credential Request form is available online at [www.csun.edu/coe/cred](http://www.csun.edu/coe/cred) under "forms". The Certificate verifies eligibility for the Preliminary Administrative Services credential upon employment as an administrator. The Certificate of Eligibility does not authorize the holder to perform any service.

The Preliminary Administrative Services Credential will only be recommended by the Credential Office for CTC issuance if you have been offered and accepted employment as an administrator. Please request that the employing agency use form CL-777, "Verification of Employment as an Administrator," to verify that employment. The form includes a "Tentative Plan for Developing the Individualized Induction Plan" which must be completed by the candidate. 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".

Present CTC requirements for the Certificate of Eligibility or Preliminary Credential include:

- Possession of a valid credential approved by the CTC as appropriate for a basic teaching or services credential for the Administrative Services Credential;
- A minimum of three years of successful full-time service on the basic credential by conclusion of program;
- Completion of a program approved by the CTC; and
- Successful completion of the Basic Skills Requirement (CBEST or other options described on the website)
- Additional requirements for the Preliminary Administrative Services Credential:

Verification of Employment as an Administrator (form CL-777 available online at [www.csun.edu/coe/cred](http://www.csun.edu/coe/cred) under "forms".)

### MASTER'S PROGRAM

Since the Master's program in the Department of Educational Leadership & Policy Studies has the same course requirements as the Preliminary Administrative Services Credential, candidates are encouraged to apply to both programs. Admission to the Master's program is made by separate application directly to the Department of Educational Leadership & Policy Studies.

**The Master's and the Credential are separate programs. Admission to one program does not constitute admission to the other program.** In addition, successful completion of one program does not indicate waiver of the other program's entrance requirements. Please note that you should apply for admission to the Master's program before you begin taking courses. Failure to apply to the Master's program could result in the additional coursework not being counted toward the Master's Degree.

Please see the Department of Educational Leadership & Policy Studies website at [www.csun.edu/educ](http://www.csun.edu/educ). Click on Academic Programs and then, Department of Education Leadership and Policy Studies for more information about the Master's program.

### ADVISEMENT

All students **must** receive academic advisement from the Educational Leadership and Policy Studies graduate coordinator as soon as possible or at least prior to completion of 12 units of course work. Credential Advisors are able 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 or Services credential? NO YES What type? \_\_\_\_\_

**PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL**

**From which institution and state did you complete your Initial Teacher Training 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** \_\_\_\_\_