

**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

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 CREDENTIAL AUTHORIZING SERVICE AS AN ADMINISTRATOR Provide a copy of a valid California credential that authorizes service as an administrator.

VALID TEACHING OR SERVICES CREDENTIAL Submit a copy of a valid basic teaching or appropriate services credential. This may be a preliminary, clear, standard, or a general credential.

VERIFICATION OF EMPLOYMENT AS AN ADMINISTRATOR Your **supervisor** should complete the attached verification form and return it to you to submit with the application. We are not permitted to admit other than employed administrators (two years of employment as an administrator is required by the conclusion of the program.)

FEE An application fee of \$25, in the form of a money order or a cashier's check, must accompany your application. This check 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 685	Induction Plan	2 units
ELPS 689	Practicum in Educational Administration	3 units
ELPS 686	Assessment of Candidate Competency	2 units
ELPS 695ce	Field Based Leadership	5 units

CREDENTIAL FILING REQUIREMENTS

- Possession of a valid Preliminary Administrative Services Credential
- Possession of a valid basic teaching credential or 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
- The recommendation of a California college or university with a Commission-approved program verifying completion of advanced study including appropriate field experience or internship

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 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 ed.equity@csun.edu.

VERIFICATION OF EMPLOYMENT AS A SCHOOL ADMINISTRATOR

Date _____ CSUN ID # _____

Ms. /Mr. _____ Soc. Sec. # XXX-XX- _____

Address _____ Phone # _____
Street City Zip Code

Administrative Position Held _____

School _____ School District _____

Dates of Employment _____

Does this position require an administrative credential be held? Yes _____ No _____

*Verified _____
Signature

Name

Position _____

School District _____

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 under "forms".