EDUCATIONAL ADMINISTRATION CREDENTIAL

Social Sciences and Education (sse) (https://catalog.csub.edu/general-information/csub-information/school-social-sciences-education/)

Department of Advanced Educational Studies (https://catalog.csub.edu/general-information/csub-information/school-social-sciences-education/advanced-education/)

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Educational Administration - Preliminary Administrative Services Credential Program Description

The Educational Administration (EDAD) credentialing program prepares aspiring professional leaders in P-12 school settings. The program aligns with the California Administrator Performance Assessment (CalAPA) emphasizing the essential skills of analyzing data for school improvement and to promote equity, facilitating communities of practice, and supporting teacher growth. Program content is aligned with the California Administrator Performance Expectations (CAPEs) by exploring visionary, ethical, and instructional leadership along with promoting family and community engagement, managing the learning environment, and improving the external policy and context. Candidates participate in extensive field experience where they identify and address an equity-based problem in their school along with engaging other school leaders.

The Educational Administration Program is accredited by the California Commission on Teacher Credentialing (CTC). The program prepares candidates for the California Preliminary Administrative Services Credential (PASC) and is offered at both the Antelope Valley and Bakersfield campuses. Candidates must apply for the PASC upon completion of the program. The PASC is valid for five (5) years during which time the candidate must complete the Clear Induction Program to earn the Clear Administrative Services Credential.

Admission Requirements
Preliminary Administrative Services Credential Admissions Process

The Credential Program utilizes a cohort-based model. A new cohort begins each fall semester and concludes in the spring.

Applicants for the EDAD credential program must apply to the university through Cal State Apply at: https://www2.calstate.edu/apply (https://www2.calstate.edu/apply/).

Additionally, applicants must apply to Educational Administration program by submitting the following items through the secure EDAD Submittal Portal found on the program webpage in the Apply to Program Now (https://www.csub.edu/sse/departments/advancededucationalstudies/educational_administration/admissions/) link.

The following application items are to be combined into one pdf file with the following file name: Applicant's Last Name. Applicant's First Name. 2022. pdf. For example, Szolowicz.Michael.2022.pdf.

- A current resume
- Personal statement responding to the following prompt: Please explain why you want to complete the Educational Administration Program. Describe your motivations and relevant leadership experience (in less than two pages).
- Copy of valid Prerequisite Teaching Credential from the CTC—ctc.ca.gov (detailed copy). For a list of valid Prerequisite Teaching Credentials, see Terms & Definitions on pages 3-4 of the Preliminary Administrative Services Credential for Individuals Prepared in California
- Verification of five (5) years of experience from current and/or previous employing district/local education agency. Applicants with four (4) years of verified experience will be considered so long as they are fully employed as an educator during the academic year in which they complete the EDAD program. Thus, these applicants will have the minimum of five (5) years of experience upon completion of the program. Please use the Verification of Teaching Experience form provided here: Verification of Teaching
- Evidence of meeting the Basic Skills Requirement (e.g., California Basic Educational Skills Test or CBEST score report).
- Please review CSUB guidelines here: CSUB Basic Skills Guidelines. Applicants seeking to meet Basic Skills through coursework may do so by completing the Basic Skills Verification Form.
- Proof of Graduation Writing Assessment Requirement (GWAR) competency by exam (e.g., a writing score of 41 or above on CBEST) or approved coursework.
- Complete the Release of Liability.
- Verification of tuberculosis (TB) screening from a clinic or employer.
- Applicants must fill out the Credential Service Request. In addition, the applicant must pay the non-refundable $30 Credential Services Fee required for all credential programs at CSUB. This fee can be paid online via MyCSUB, upon admission.
- Confirmation email from Cal State Apply demonstrating that the applicant has submitted the Cal State Apply application.
- Unofficial transcripts from all prior undergraduate and graduate coursework with a minimum GPA of 3.0 (on a 4.0 scale). Note that official transcripts must also be sent to the CSUB Admissions office per directions provided in Cal State Apply.
- In addition to the one pdf file, submit two recommendations from your field administrators including your current principal or other immediate administrative supervisor. The recommendations must be completed on the program recommendation form accessed by clicking here: CSUB EDAD Recommendation Form

Recommenders are to submit their recommendations via email directly to the program Admissions Advisor, Julia Bavier, at jbavier@csub.edu (:jbavier@csub.edu)

Upon receipt of the complete application, applicants are required to participate in an interview with EDAD program faculty and references may be verbally checked.

A program Orientation session is held on a Saturday in August prior to the start of classes. Newly admitted students are expected to attend the Orientation.

Prerequisites for admission include:

1. A bachelor's degree with an overall GPA of 2.75 or higher, or 3.0 or higher GPA in the last 60 semester units (exceptional admission is available for those who have a GPA of 2.5 or higher).

2. A valid Basic California Teaching Credential (5 years of teaching experience verified)

> a. A clear or life California teaching credential that requires a baccalaureate degree and a program of professional preparation, including student teaching or the equivalent, and holds an English learner authorization; or

> b. A clear or life California designated subjects teaching credential in adult education, career technical education, vocational education, or special subjects, provided the applicant also possesses a baccalaureate degree, and holds an English learner authorization; or

> c. A clear or life California services credential in pupil personnel services, health services for school nurse, teacher librarian services, or speech-language pathology or clinical or rehabilitative services requiring a baccalaureate degree and a program of professional preparation, including field work or the equivalent.

3. Submission of Basic Skills requirement verification.

4. Submission of Mandatory Reporter Training certificate.

5. Submission of Professional Liability Insurance.

6. Successful Completion of Program Admission Interview.

After Admission: Advancement Steps Toward Credential

Upon admission to the EDAD program, each candidate is assigned a faculty advisor and is required to consult with the advisor in developing a program plan. Additional steps must be achieved to successfully matriculate toward the MA degree.

Candidates must maintain a minimum GPA of 3.0 in all required courses attempted after entry in the credential program. Candidates whose GPA falls below term or cumulative GPA of 3.0 will either be put on probation for one term or be dismissed from the program.

Candidates are expected to demonstrate professional dispositions at all times. Failure to do so will result in the implementation of a Candidate Improvement Plan. If the Candidate Improvement Plan is insufficient in supporting the candidate in demonstrating professional dispositions, the candidate will be dismissed from the program.

Program Requirements
Preliminary Administrative Services Credential

Code	Title	Units
Credentialing Required Courses		
EDAD 6100	Visionary Leadership	3
EDAD 6200	Instructional Leadership	3
EDAD 6300	Management and Learning Environment	3
EDAD 6400	Family and Community Engagement	3
EDAD 6500	Ethics and Integrity	3
EDAD 6600	External Context and Policy	3
EDAD 6830	Field Experience I	3
EDAD 6840	Field Experience II	3
Total Units		**24**

Time Limit

All credential coursework must be completed within a seven (7) year period. This time limit requirement means that no more than seven years may elapse between the start of the first program term and the date the application for recommendation of a credential is approved. Candidates are responsible for both completing the program and applying with the CCTC for their preliminary credential within this seven-year period. Candidates who break enrollment are subject to any changes from the CCTC regarding credential eligibility.

Application for the Preliminary Credential or Certificate of Eligibility

At the completion of the program, the program graduation advisor emails candidates with credentialing directions. Candidates complete the EDAD credential application which is reviewed by the university credential analyst for accuracy and completeness before a recommendation for credential is submitted to the CTC.

CSUB verifies employment as an administrator prior to submitting the application for the Preliminary Administrative Services Credential to the CTC. The Credential Analyst sends the CCTC Verification of Employment as an Administrator form (Employment Verification Form) to the candidates, who will then take it to their employer. Upon completion, the candidate returns the form to the Credential Analyst prior to recommendation for the Preliminary Administrative Services Credential. Program completers who do not have verification of employment as an administrator are recommended for the Certificate of Eligibility.