

# PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL (PASC)

**Program Chair:** Shelley Mendez

**Program Length:** 1 year

This program is not eligible for financial aid

The program emphasizes the human dimensions of educational leadership in schools. It is applicable where skills in change management, leadership, and group dynamics are demanded for professional effectiveness. The California Commission on Teacher Credentialing has approved this program for granting administrative credentials.

Students enrolled in a cohort model will start at the same time and follow a planned sequence of courses together.

## Admission Requirements

1. Application for admission.
2. A bachelor's degree from a regionally accredited institution with a preferred GPA of 2.75 or above in undergraduate work and a cumulative GPA of 3.0 or above in any graduate work.
3. Statement of purpose addressing reasons for pursuing school leadership as a profession, professional experiences and/or qualifications related to this field of study, and the role of cultural competence in school leadership.
4. Current resume.
5. One letter of recommendation from an active school administrator.

## Additional admission requirements for the Preliminary Administrative Credential:

1. Possession of a valid California Clear Credential in teaching, pupil personnel services, health, or library services.
2. A minimum of five years of full-time experience in one of the areas listed above. Five years full time experience is needed to apply for the credential. Students with four years of full time experience can apply for admission with the condition that they meet the five years by the end of the program.
3. Basic Skills Requirement (CBEST or Equivalent).

## Internship

An Administrative Internship credential is available with permission of the program administrator. The candidate must:

1. Be fully matriculated in the Preliminary Administrative Services Credential program
2. Have taken or be enrolled in the following courses: EDLD 570 Instructional Leadership, EDLD 572 Foundations of Educational Leadership, EDLD 577 Fiscal Resource Management and Policy Development, and EDLD 578 School Law.
3. Meet University and CTC Administrative Internship Credential requirements prior to being recommended for the Internship Credential.
4. Have an offer of employment for an administrative position.

## Program Requirements

24 Semester hours

Code	Title	Semester Hours
EDLD 570	Instructional Leadership	3
EDLD 571	Human Resource Administration	3
EDLD 572	Foundations of Educational Leadership	3
EDLD 573	Contemporary Issues in California Schools	3
EDLD 574A	Orientation to Field Experience	1
EDLD 574B	Field Experience B	1
EDLD 574C	Field Experience C	1
EDLD 576	Organizational Management and School-Community Collaboration	3
EDLD 577	Fiscal Resource Management and Policy Development	3
EDLD 578	School Law	3
<b>Total Semester Hours</b>		<b>24</b>

## California Administrator Performance Assessment (CalAPA)

The California Administrator Performance Assessment consists of three leadership performance tasks which are embedded into coursework and field experiences. Candidates must pass these performance tasks to be recommended for the Certificate of Eligible for the Preliminary Administrative Services Credential. The Preliminary Administrative Services Credential will be issued when the candidate is employed as a school administrator.