

## Clear Administrative Services (Tier 2) Credential Program

Thank you for your interest in the Educational Administration (EDAD) programs in the Charter College of Education at California State University, Los Angeles (CSLA). The **Clear Administrative Services Credential Program** allows candidates to obtain California Professional Administrative Services (Tier 2) Credentials by authentic multiple assessment of candidates' demonstrated competence.

The program consists of multiple assessment of your competence demonstrated. During presentation sessions, you will be required to produce multiple assessment evidences to demonstrate competence required by California Commission on Teacher Credentialing (CCTC).

Please review the admissions requirements before you apply:

1. You must have a valid Preliminary Administrative Services Credential.
2. You must have a valid Basic Credential used for Tier 1 credential.
3. You must have a MA/MS degree.
4. You must be employed as an administrator AND have at least TWO (2) years of experience as an administrator WHILE holding the Preliminary Administrative Services Credential.
5. You must have passed CBEST.
6. You must have passed Writing Proficiency Examination or fulfill the requirement through other means (such as 41 or higher score on CBEST writing section or Ph.D./Ed.D.).
7. You must have 2.75 GPA for the last 90-quarter units.
8. You must have TWO (2) positive letters of recommendations.

Please complete and submit the application packet to the Piers Armstrong, Program Coordinator the College of Extended Studies & International Programs at Golden Eagle 211. Be sure to include ALL materials together when you're submitting the application packet. If you need additional time to submit Official Transcripts, unofficial or copies of the transcripts would be accepted at the time of application submission.

- \_\_\_\_\_ 1. CCOE Credential Application (included in this package)
- \_\_\_\_\_ 2. EDAD Program Application (included in this package)
- \_\_\_\_\_ 3. Your Resume/Vita
- \_\_\_\_\_ 4. One set of OFFICIAL transcripts from ALL colleges where you completed the last 90-quarter units and where you obtained a BA/BS and MA/MS degree.  
\*Request transcripts to be sent to your house in sealed envelopes.
- \_\_\_\_\_ 5. Verification of a minimum of two years of experience as an administrator, SIGNED by the Head of District Certificated Personnel Office (form included)
- \_\_\_\_\_ 6. Two (2) recommendation forms and/or letters (forms included in this package)
- \_\_\_\_\_ 7. A copy of VALID California Preliminary Administrative Services Credential
- \_\_\_\_\_ 8. A copy of VALID Basic Credential that you used when you applied for the Tier-1 Credential
- \_\_\_\_\_ 9. A copy of CBEST passing **scores**
- \_\_\_\_\_ 10. A copy of Writing Proficiency Exam passing scores or equivalent verification (all CSU graduates don't need this item.)
- \_\_\_\_\_ 11. Mentor Agreement form, signed by the mentor (form included in this package)
- \_\_\_\_\_ 12. Mentor's Resume
- \_\_\_\_\_ 13. A copy of Mentor's Professional Administrative Services Credential

If you have any questions, please call Piers Armstrong, Program Coordinator the College of Extended Studies & International Programs, at 323-343-4917 or email at [parmstr@calstatela.edu](mailto:parmstr@calstatela.edu).

Sincerely,

**Lori Kim, Ph.D.**

Educational Administration Program Chair

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
**CHARTER COLLEGE OF EDUCATION**

Class \_\_\_\_\_

SECTION# \_\_\_\_\_

**Application for Admission**  
CREDENTIAL AND CERTIFICATE PROGRAMS

Please Type or Print

Name \_\_\_\_\_ CIN \_\_\_\_\_

Last, First M.I.

List other names which may appear on your records: \_\_\_\_\_ Birthdate \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ Primary Language \_\_\_\_\_

Street

Email: \_\_\_\_\_

City State Zip Code

Telephone (Home) ( ) \_\_\_\_\_ (Work) ( ) \_\_\_\_\_

Gender: \_\_\_\_\_ Ethnicity: (Optional) \_\_\_\_\_ Class Standing: Jr\* \_\_\_\_ Sr\* \_\_\_\_ Grad \_\_\_\_ x

\*\*\*\*\*

\*Anticipated date of Graduation: \_\_\_\_\_ Undergraduate Major: \_\_\_\_\_

Degree(s) Held: BA \_\_\_\_ BS \_\_\_\_; \_\_\_\_\_

MA \_\_\_\_ MS \_\_\_\_; \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other colleges/universities attended and date of attendance: \_\_\_\_\_

Note: You must submit ONE OFFICIAL SET OF TRANSCRIPTS FROM ALL SCHOOLS (including Cal State LA) to the Charter College of Education, Office of Student Services. Transcripts from foreign universities must be evaluated by an approved agency. Allow sufficient time to process.

**Note to EDAD Applicants: One set of the transcripts required in the EDAD application package is for this office.**

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THIS APPLICATION IS FOR ADMISSION TO A CREDENTIAL/CERTIFICATE PROGRAM: Year \_\_\_\_\_

Summer Quarter  Fall Quarter \_\_\_\_\_ Winter Quarter \_\_\_\_\_ Spring Quarter \_\_\_\_\_

CREDENTIAL/CERTIFICATE OBJECTNE:

\_\_\_\_\_ Multiple Subjects \_\_\_\_\_

(emphasis: i.e., BCLAD- Spanish)

\_\_\_\_\_ Single subject \_\_\_\_\_

(teaching area: i.e., English, Mathematics and emphasis: i.e., BCLAD- Spanish)

\_\_\_\_\_ Specialist \_\_\_\_\_

(area: i.e., Reading and Lang. Arts, Special Education - Physical & health Disabilities)

Services \_\_\_\_\_ Professional (Tier 2) Administrative \_\_\_\_\_

(area: i.e., Preliminary Administrative, School counseling)

\_\_\_\_\_ Clinical Rehabilitative Services \_\_\_\_\_

(area: i.e., Orientation and Mobility)

\_\_\_\_\_ Certificate, \_\_\_\_\_

(area: i.e., Computer applications, English as a Second Language, Reading)

Credentials held \_\_\_\_\_

(area: i.e., Multiple Subject-Preliminary, Single Subject English-Professional Clear)

A complete application packet includes verification of all items in STEP 1 on the Reference and Guide sheet - Steps for Admission and Completion of Teacher Preparation Program. Formal admission to the program is contingent upon completion of all requirements listed in STEP 2 of the Reference and Guide sheet. For further information, please refer to the Student Handbook entitled, The Teaching Profession: Education as a Career.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Technology Proficiency Requirement - over)

## Technology Proficiency:

I verify I:

Own or have ample access to a computer (example in CSLA computer labs, or at home or work);  
Have general knowledge of operation and care of a computer, computer hardware/software, and  
be able to implement some basic troubleshooting techniques (ex. check connections, restart the  
computer, etc.);

Have an email account; and

Have a basic understanding of how to use the internet.

I understand that it is the expectation that the above skills and their use will be integrated within  
courses in my credential program(s).

Signature: \_\_\_\_\_ Date \_\_\_\_\_



*Charter College of Education*  
*Division of Applied and Advanced Studies in Education*

## Verification of Experience as Administrator

The California Commission on Teaching Credentialing requires that all applicants for the Professional Administrative Services Credential to possess a minimum of two (2) successful years of experience as administrator with the Preliminary Administrative Services Credential. Please return the complete form to the applicant. If you have any questions regarding this form, please call Dr. Lori Kim, Educational Administrative Program Chair at 323-343-4330. Thank you for your assistance.

Date of Preliminary Administrative Services Credential: \_\_\_\_\_

This letter confirms that \_\_\_\_\_ has completed  
(Name of the Applicant)

a total of \_\_\_\_\_ years of experience as a full-time administrator at  
(Number)

\_\_\_\_\_ District.

\_\_\_\_\_  
Signature of an **AUTHORIZED** District Official Representative\*

\_\_\_\_\_  
Position of the District Official Representative

\_\_\_\_\_  
Date

**\* Please contact Edith Torres to identify the person authorized to sign the form, 323-343-4340 or [etorres@cslanet.calstatela.edu](mailto:etorres@cslanet.calstatela.edu).**

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

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***Charter College of Education***  
***Division of Applied and Advanced Studies in Education***

Greetings from the Charter College of Education at California State University, Los Angeles!  
\_\_\_\_\_ has applied for admission to the Mastery Option of the Professional Administrative Services Credential Program, and designated you as a person qualified to comment upon his/her qualifications. We appreciate your assistance in evaluating the applicant's ability and disposition to meet the standards of administrative training and graduate studies.

Because of the unique feature of our program where candidates will need to demonstrate their competence in meeting the professional standards established by the California Commission on Teacher Credentialing, we need to ensure that our candidates possess *intellectual abilities and maturity* to engage in rigorous assessment procedures. As accredited by both the National Council on Accreditation of Teacher Education (NCATE) and the California Commission on Accreditation (CCOA), our program admits candidates who meet high academic standards and demonstrate successful achievement as professional school administrators. Your candid evaluation of this applicant will help us strengthen our program by admitting only qualified candidates and send only competent and professional graduates to better serve our children in K-12 schools.

**Please complete and return the recommendation form to the applicant in a sealed envelope so that s/he can submit it to our office.**

We want you to know that your recommendation letter is reviewed very carefully by a team of faculty who value your judgment very highly. Thank you so much for your assistance in preparing professional leaders for our public schools.

Sincerely,

Lori Kim, Ph.D.  
Educational Administration Program Chair

=====  
\*NOTE TO THE STUDENT: This recommendation is not confidential and is open to access by the candidate concerned *unless the candidate waives his/her right by signature below*. This is in accordance with the Family Educational Rights and Privacy Act of 1974. Please collect this form and the recommendation letter in a **sealed** envelope for submission to our office.

I understand that this completed recommendation will be used solely for academic and admission purposes. I hereby waive my right of access.

---

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

## RECOMMENDATION FORM

Name of the Applicant: \_\_\_\_\_

Name/Title of the Recommending Person: \_\_\_\_\_

Please provide your honest opinion about the applicant using the following scale:

Summary of Rating:

4--- Excellent: Candidate demonstrates characteristics for **strong** leadership.

3--- Above average: Candidate demonstrates characteristics for leadership.

2--- Average Candidate demonstrates characteristics for leadership **potential**.

1--- Needs to improve Candidate exhibits little or no characteristics for leadership.

NA--- No opportunity to judge

Excellent ← → Needs to improve

Characteristics:	4	3	2	1	NA
1. Oral communication skills					
2. Written communication skills					
3. Ability to work cooperatively with others					
4. Ability to work with individuals from diverse backgrounds					
5. Organizational ability					
6. Meets deadlines					
7. Ability to facilitate groups					
8. Ability to involve families and community					
9. Initiative					
10. Self-confidence					
11. Creativity/Innovative					
12. Resourcefulness					
13. Intellectual ability to pursue rigorous academic demands					
14. Willingness to take on extra responsibilities					
15. Actions demonstrate sound judgment					
16. Professionalism in stressful situations					
17. Sensitivity towards persons with disabilities					
18. Self-Discipline					
19. Adherence to moral and ethical standards of behavior					

Please note that a **recommendation letter** in addition to this form would greatly enhance the candidate's potential for admission to the program. Thank you so much for your support.

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\_\_\_\_\_  
Candidate's Signature Date

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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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MENTOR AGREEMENT

Mastery of Fieldwork Performance Option for the Professional Administrative Services Credential

For the Candidate : \_\_\_\_\_

Mentor's Name: \_\_\_\_\_  
Last First

School/School District: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

I have reviewed the requirements of the Mastery of Fieldwork Performance Option for the Professional Administrative Services Credential with the candidate and agree to serve as a Mentor for the candidate named above to provide mentoring and participate as an assessor of the candidate's competence.

\_\_\_\_\_  
Mentor's Signature

\_\_\_\_\_  
Date

Please return this agreement form with a **copy of your current Administrative Services Credential\*** AND **resume** to Dr. Lori Kim, Division of Applied and Advanced Studies in Education, 5151 State University Drive, Los Angeles, CA 90032 or fax it to 323-343-5336.

(\* You may download the record from Credential Information at [ctc.ca.gov](http://ctc.ca.gov) website.)

# Mentor Guidelines

The EDAD faculty recognizes the importance of mentoring in the induction experience of the beginning administrator. Candidates are required to select experienced administrators who are prepared to help and assist in the development of administrative expertise and committed to assume responsibility with the district, the university, and the candidate. The candidates are encouraged to choose a mentor who shares similar job responsibilities.

The selection of the Mentor is a responsibility of the candidate, with the approval of the University faculty and support of the school/school district. The mentor is required to hold a valid, current California Professional Administrative Services Credential and agree to meet with the candidate on a regular basis to explore the progress of the candidate's ongoing professional development.

## Preferred Characteristics of the Mentor:

- Has impacted student learning in a positive way.
- Has ability to coach, facilitate, and assist.
- Is on the cutting edge of the profession of leading.
- Models a change agent.
- Has demonstrated excellence in school leadership.
- Has the ability to communicate well.
- Demonstrates a willingness to share expertise.
- Preferably is not the supervisor of the candidate.
- Is a recognized leader and expert in diversity issues.
- Is skilled in consensus building and collaboration.

## Roles and Responsibilities of the Mentor:

- Is willing to serve as a coach to a credential candidate.
- Facilitates professional development of the candidate.
- Helps the candidate establish professional connections and develop his/her career.
- Provides knowledge and expertise on a wide range of issues.
- Provides feedback on the candidate's work.
- Provides moral support.
- Acts as a role model.
- Interacts with the candidate with humor, flexibility, and generosity.
- Provides guidance, counsel, and advisement.
- Works collaboratively with the University supervisor assigned to the candidate.

## Roles and Responsibilities of the Mentee:

- Seeks out and interacts with mentor.
- Discusses goals.
- Receives guidance on career issues.
- Uses time with mentor effectively by asking questions and discussing concerns and interests.
- Identifies own needs/goals and formulates an action plan for accomplishing these.
- Takes responsibility and initiative for own learning and professional development.
- Actively seeks challenging assignments and greater responsibility.
- Receptive to coaching/utilizes the mentor's feedback.
- Maintains regular contact with University supervisor.